

REQUEST FOR PROPOSAL

FOR

**SUPPLY, DELIVERY, INSTALLATION,
TESTING, TRAINING COMMISSIONING AND
SUPPORT OF MICROSOFT DYNAMICS
NAVISION ENTERPRISE RESOURCE
PLANNING(ERP) SYSTEM**

TENDER NO.: NAC/RFP/11/2019-2020

DEADLINE: Wednesday, 24th June 2020 at 1130hrs.

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SECTION I - LETTER OF INVITATION

TO: All Consultants

Date **9TH JUNE 2020**

Dear Sir/Madam,

RE: SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING, COMMISSIONING AND SUPPORT OF MICROSOFT DYNAMICS NAVISION ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM; NAC/RFP/11/2019-20

- 1.1 The National Authority for the Campaign Against Alcohol and Drug Abuse invites proposals for the Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprises Resource Planning (ERP) System which purpose to achieve the quality of service, efficiency, effectiveness and improve controls, financial transactions and project activities.
- 1.2 The request for proposals (RFP) includes the following documents:
 - Section I - Letter of invitation
 - Section II - Information to consultants
Appendix to Consultants information
 - Section III - Terms of Reference
 - Section IV - Technical proposals
 - Section V - Financial proposal
 - Section VI - Standard Contract Form
- 1.3 Upon receipt, please inform us
 - a) that you have received the letter of invitation
 - b) whether or not you will submit a proposal for the assignment

Yours sincerely

Victor Okioma, EBS
Chief Executive Officer



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SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

- 2.1.1 NACADA will select a firm among those who will submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the Authority in the Appendix.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Authority regarding any information that they may require before submitting a proposal. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain any additional information. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Authority will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Authority are not reimbursable as a direct cost of the assignment; and (ii) the Authority is not bound to accept any of the proposals submitted.
- 2.1.6 The Authority's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 There shall be no price to be charged in obtaining the RFP.

2.2 Clarification and Amendment of RFP Documents

- 2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Authority's address indicated in the Appendix "ITC". The Authority will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all consultants who intend to submit proposals.



2.2.2 At any time before the submission of proposals, the Authority may for any reason, whether at his own initiative or in response to a clarification requested by a firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all consultants and will be binding on them. The Authority may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. **Consultants or a Joint Venture party or Sub-Consultant shall not associate with the other consultants participating in this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.**
- (ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (iv) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

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- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

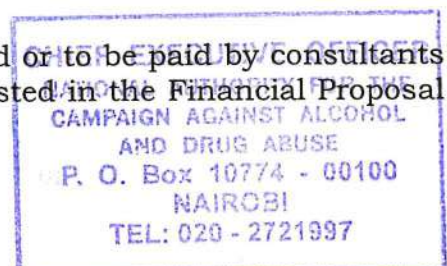


- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative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

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

- 2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training. These costs should be broken down by activity.
- 2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.
- 2.4.3 Consultants shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal Submission Form.





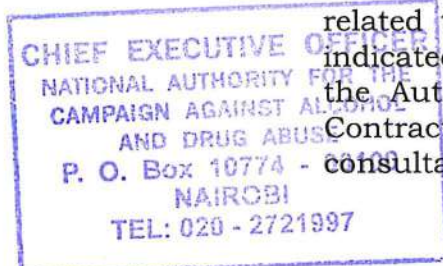
- 2.4.5 The Proposal must remain valid for 60 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Authority will make his best effort to complete negotiations within this period. If the Authority wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

- 2.5.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare **ONE** copy indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" as appropriate.
- 2.5.3 The original Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**," and the original 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 be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"
- 2.5.4 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 consultant unopened.
- 2.5.5 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 Supply Chain department up to the time for public opening of financial proposals.

2.6 Proposal Evaluation General

- 2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Authority in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.





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

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows; a) Preliminary evaluation and b) Technical Evaluation

A) Preliminary Evaluation

NO.	REQUIREMENTS	REMARKS (YES/NO)
1.	Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)	
2.	Certified Certificate of Incorporation/Registration Certificate	
3.	Certified Single Business Permit/ Trade License	
4.	Financial Audited statements for the last 3 years i.e. 2017; 2018 and 2019 Certified by a Licensed External Auditor	
5.	Submit a Signed Declaration Affidavit statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA) Witnessed by Commissioner of Oaths	
6.	Submit a Signed Declaration Affidavit statement that you will not be involved in corrupt or fraudulent practices Witnessed by Commissioner of Oaths	
7.	Duly, Filled, Signed and stamped Confidential Business Questionnaire MUST .	
8.	Submit a fully serialization/ paged Technical Proposal including all the attachments	
9.	Tender Security of Kshs. 500,000/= from the bank	
10.	The Technical Proposal should be TAPE Bound and NOT spiral bound or in a box file	
11.	Submit All Certified Copies of ID for the Directors as it is on CR12	
OVERALL REMARKS		

Please note that all the above requirements shall all be treated as Mandatory which will form part of the Tender Responsiveness. Only bidders who meet the above shall proceed to the technical evaluation stage for further evaluation.



B) Technical Evaluation

At this stage preference will be given to any firm that is registered under **disadvantaged groups (youth, women and PWD)** holding a valid and current **AGPO certificate from National Treasury**. They will **Automatically score 15mks before being subjected to the other criteria**.

NO.	ITEMS	DETAILS	WEIGHT MAX
1	Preference to Youth, Women and Person with Disability	Valid and Current copy of AGPO certificate from National treasury	15
2	Evidence of similar assignments recently undertaken	FIRM'S EXPERIENCE ✓ 1 Job of Similar or greater magnitude- ----- 10 mks ✓ 2 jobs of lesser magnitude but not less than Kshs. 10,000,000 each -- ----- 5 mks each	10
3	Subscription with Communication Authority or Information Communication and Technology Authority (ICTA)	Attach Certificate of Registration from either Communication Authority or ICTA	10
3	Key Personnel	(i) Project Manager • Master's Degree in IT, Computer Science, or equivalent from a recognized University---2 mks; • Bachelor's degree in IT, Computer Science, or equivalent from a recognized University---1mks • Certified COBIT 5 Assessor ----- 1mk • Certified Information Systems Auditor (CISA)----- 1mk • 5 years' experience as a Certified Information Systems Auditor.----- 1mk	6

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		(ii) ICT Expert – 1pax	
		<ul style="list-style-type: none"> • Master's Degree in ICT, Computer Science or equivalent from a recognized university--2mks • Bachelor's degree in IT, Computer Science, or equivalent from a recognized University---1mks • Either Certified Systems Auditor or Certified Risk & Information System Control-----1mk • 3 years' experience-----1mks 	5
		(iii) Human Resource Expert – 1 pax	
		Master's Degree in Human Resource Management or related field-----2mks Bachelor's degree in Human Resource Management or related field-----1mks IHRM certification license-----1mks 3 years' Experience-----1mks	5
		(iv) Procurement Expert	
		Master's Degree in Procurement or Equivalent from a recognized university---3mks Bachelor's degree in Procurement or Equivalent from a recognized university---1mks Kenya Institute of Supplies Management (KISM) Membership & valid practicing license-----1mk 3 years' Experience-----1mk	5
		(v) Finance Expert	
		Master's Degree in Finance or Equivalent---2mks Bachelors' Degree in finance or Equivalent----1mks Certified ICPAK and valid practicing license--1mk 3 years' experience -----1mk	5

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4	Financial Capacity	FINANCIAL CAPACITY Attach copies of Audited Accounts for the past: Three Years-----6mks Two years -----4Mks One Year ----- 2 mks	6
5	Adequacy of Proposed methodology and work plan.	Implementation strategy and methodology of the project <ul style="list-style-type: none"> • Week-wise work plans, clearly indicating tasks, dependencies, milestones / deliverables, with mapped up of the personnel or resources required both from the consultant and NACADA. ----- 7 Mks • Proposed Resources and detailed matrix for both implementation and maintenance and operations. —7Mks • Testing plans and methodologies, testing types and testing tools to be used----- 6 Mks • Detailed Quality Assurance plans methodologies—5 Mks • Data Migration methodologies and plans proposal for quality Assessment methods Operational and maintenance such as support, version upgrades and patches, SLA plans etc.-----8Mks 	33
TOTAL			100

Bidders are required to score 70 Marks and above to qualify for further analysis

Each responsive proposal 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 Terms of Reference or if it fails to achieve the minimum technical score as indicated above.

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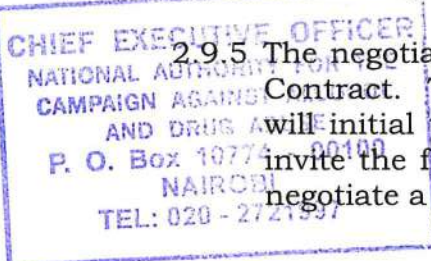
2.8 Public Opening and Evaluation of Financial Proposal

- 2.8.1 After Technical Proposal evaluation, the Authority shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Authority shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than **seven (7)** days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. Whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.
- 2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formula is indicated in the Appendix "ITC", be as follows: -
 $Sf = 100 \times \frac{Fm}{F}$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. 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: - **$S = St \times T \% + Sf \times P \%$** . The firm achieving the highest combined technical and financial score will be invited for negotiations.

- 2.8.6 The tender evaluation committee shall evaluate the tender within 21 days from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 Negotiations

- 2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.



- 2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.



2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

2.10.3 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.

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

2.10.5 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.

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

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

2.11 Confidentiality

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

2.12 Corrupt or fraudulent practices

2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

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- 2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

3.0 Appendix to Information to Consultants

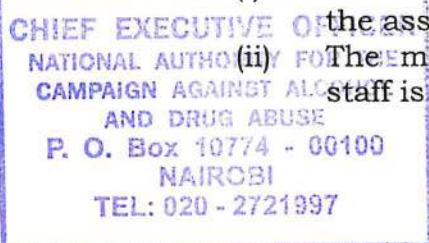
The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the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

3.1 Clause Reference

- 3.1.1 **The name of the Client is:** National Authority for the Campaign against Alcohol and drug Abuse
- 3.1.2 **The method of selection is:** Quality and Cost Based Selection (QCBS)
- 3.1.3 **Technical and Financial Proposals are requested:** Yes; Technical and Financial proposals should be submitted in different envelopes with Financial proposal envelope marked DO NOT OPEN WITH TECHNICAL PROPSAL” and then Both Proposals are enclosed in one large envelope

The name, objectives, and description of the assignment are: **The Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprises Resource Planning (ERP) System; The Objective is to achieve quality of service, efficiency, effectiveness and improve controls, financial transactions and project activities.**

- 3.1.4 **A pre-proposal conference will NOT be held**
- 3.1.5 **The Client will provide the following inputs:** All data /statistics and / or information required for the assignment to the Consultant.
- 3.1.6 (i) ~~The estimated number of professional staff months required for the assignment is: 24 months~~



- (ii) **The minimum required experience of proposed professional staff is Indicated in the Evaluation Criteria**



3.1.7 (vii) Training is a specific component of this assignment **which should be costed**

(viii) Additional information in the Technical Proposal includes:
None

3.1.8 **Taxes** - The service provider shall be responsible for payment of all applicable taxes

3.1.9 **Consultants must submit ONE original copy of each proposal which is Tape Bound**

3.1.10 **The proposal submission address is:**
National Authority for the Campaign against Alcohol and Drug Abuse (NACADA)
NSSF Building, Block A, 18th Floor, Eastern Wing, Bishop Road
Box 10774- 00100,
Nairobi

Information on the outer envelope should also include:
The Proposal Reference number and the Description of the consultancy Service.

3.1.11 Proposals must be submitted **no later than** the following date and time: **Wednesday, 24th June 2020 at 11.30 am.**

3.1.12 The address to send information to the Client is:

The Chief Executive Officer,
National Authority for the Campaign against Alcohol and Drug Abuse (NACADA)
NSSF Building, Block A, 18th Floor, Eastern Wing, Bishop Road
Box 10774- 00100
Nairobi.

3.1.13 **The minimum technical score required to pass is: 70 marks**

3.1.14 Alternative formulae for determining the financial scores is the following:

The weights given to the Technical and Financial Proposals are:

T= _____ 0.7

P= _____ 0.3

3.1.15 The assignment is expected to commence immediately after **Contract signing at Nacada Head Office**





SECTION III - TECHNICAL PROPOSAL

Table of Contents

1. Technical proposal submission form
2. Firms references
3. Comments and suggestions of consultants on the Terms of reference and on data, services and facilities to be provided by the procuring entity
4. Description of the methodology and work plan for performing the assignment
5. Team composition and Task assignments
6. Format of curriculum vitae (CV) for proposed Professional staff
7. Time schedule for professional personnel
8. Activity (work schedule)





1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____[Name and address of Client]

Ladies/Gentlemen:

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

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

We remain,

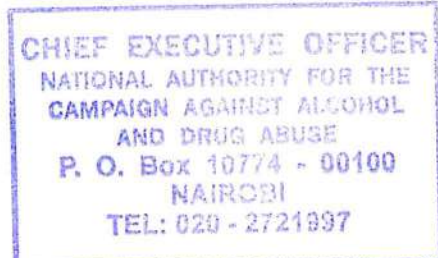
Yours sincerely,

_____[Authorized Signature]:

_____[Name and Title of Signatory]:

_____[Name of Firm]:

_____[Address:]



2. FIRM'S REFERENCES

At least two (2) Relevant Services Carried Out in the past that Best Illustrate Qualifications

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

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

Firm's Name: _____

Name and title of signatory; _____





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

On the Terms of Reference:

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

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

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

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4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

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

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Education:

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

Employment Record:

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





Certification:

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

[Signature of staff member] Date: _____

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

Full name of staff member: _____

Full name of authorized representative: _____



7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months
			1	2	3	4	5	6	7	8	9	10	11	12	

Reports Due: _____

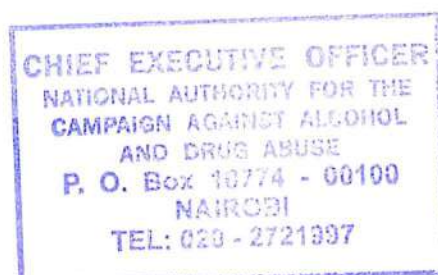
Activities Duration: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____



8. ACTIVITY (WORK) SCHEDULE

(a) Field Investigation and Study Items

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

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

(b) Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

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SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents	Page
1. Financial proposal submission Form	
2. Summary of costs	
3. Breakdown of price/per activity	
4. Breakdown of remuneration per activity	
5. Reimbursables per activity	
6. Miscellaneous expenses	





1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

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

We remain,

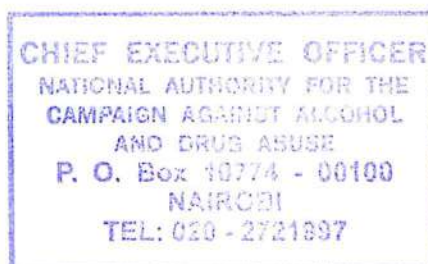
Yours sincerely,

_____ *[Authorized Signature]:*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*



2. SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
1) Set-up Cost per Module		
2) Training Cost		
3) Cost of System maintenance		
4) Cost of user Licenses / Subscriptions		
Subtotal		
Taxes		
Total Amount of Financial Proposal		

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: 1	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

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

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5. REIMBURSABLES PER ACTIVITY

Activity No: _____ Name: _____

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

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

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

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SECTION V: - TERMS OF REFERENCE

TERMS OF REFERENCE FOR SUPPLY, DELIVERY, INSTALLATION, TESTING, TRAINING, COMMISSIONING AND SUPPORT OF MICROSOFT DYNAMICS NAVISION ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

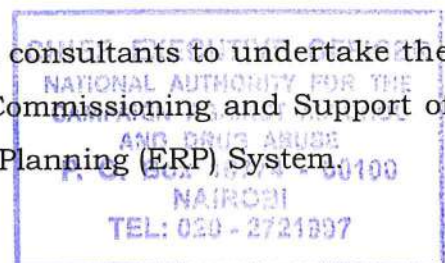
Introduction/ Background

This document sets out the Terms of Reference to be used for consultancy services to be procured for Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System. The National Authority for the Campaign against Alcohol and Drug Abuse (NACADA) is a state corporation established under National Authority for the Campaign against Alcohol and Drug Abuse Act 2012. It is mandated to coordinate a multi-sectoral campaign against Alcohol and drug abuse through prevention, advocacy, policy development, research, treatment and rehabilitation programs and execution of relevant statutes in Kenya. The necessity for the NACADA to automate its processes (financial, Procurement, Human Resource and other activities) arises from the fact that the Authority is a procuring entity with the responsibilities to have its internal operations run smoothly to enable it fulfil its mandate. It is with this understanding that the Authority wishes to automate its processes which will help it to efficiently and effectively execute its mandate.

Objective of the Assignment

In aligning to the NACADA strategic goals and key efficiency plans in the institutional operations, this RFP has been requested in the Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System; which includes installation, parameterization, customization, training, data migration and support and maintenance. The implementation of this ERP will enable the organization to achieve quality of service, efficiency, effectiveness and improve controls, financial transactions and project activities as well as enable real time and end-to-end visibility of information on multiple dimensions (projects, financials, inventory, etc.)

NACADA wishes to invite proposals from qualified consultants to undertake the Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System





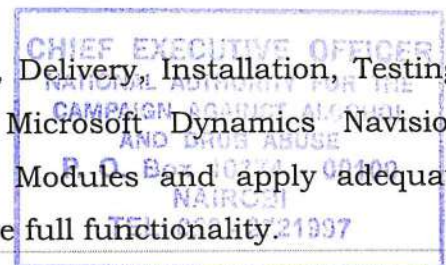
NACADA intends to have 25 concurrent user licenses. The successful Consultant is required to perform the job as stipulated and thereafter enter into service and annual maintenance contract and guarantee support for a period of not less than **two years** as SLA. The support and maintenance contract award shall not be automatic but shall depend on the performance of the Service Provider after completion of works as per the TORs.

Objective of the Assignment

In aligning to the NACADA strategic goals and Key Efficiency plans in the institutional operations, this RFP has been requested for the Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning(ERP) System; which includes installation, parameterization, customization, training, data migration and support and maintenance. The implementation of this ERP will enable the organization to achieve quality of service, efficiency, effectiveness and improve controls, financial transactions and project activities as well as enable real time and end-to-end visibility of information on multiple dimensions (projects, financials, inventory, etc.)

Scope of the Assignment

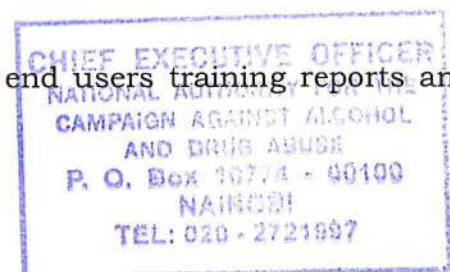
- a) The Consultant shall do a gap analysis with respective user departments.
- b) Analysis of the Authority's functions and procedures.
- c) Evaluation of the existing Microsoft Navision Dynamics 2009 (NAV) and get a detailed understanding of the Authority's current business processes, which are unique.
- d) Preparation of a Project proposal detailing implementation methodology, Training plans, timelines and milestones.
- e) Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System to solve the challenges/gaps to be identified during the specific systems' analysis and reviews.
- f) The consultant shall be required to Supply, Delivery, Installation, Testing, Training, Commissioning and Support of Microsoft Dynamics Navision Enterprise Resource Planning (ERP) System Modules and apply adequate patches, upgrades, utilities and tools to achieve full functionality.



- g) Provide training to users and system administrators which shall entail imparting skills required to understand and have a working knowledge of the NAVISION ERP System. Technical training on the other hand shall involve the provision of complete training of trainers on Administration of supplied ERP, system development and training on related software including databases to certification.
- h) Software support: The provision of a Service Level Agreement for the maintenance of the ERP system support for not less than **two** years.
- i) Create portals to be incorporated in the NACADA website for clients to apply for various services online.
- j) Integrate with online payment systems e.g. Mobile money and banks
- k) The service provider shall provide a test script for end user testing
- l) Provide detailed and clear documentations and user manuals as support and reference material.
- m) This assignment is expected to be completed in 24 months

Deliverables

- a) Inception Report giving a detailed understanding of the assignment.
- b) Project charter.
- c) A detailed work plan with the resource requirements schedule.
- d) Risk management report
- e) Functional Requirements Design Document
- f) Installed and Configured NAV and DB software on MS windows server operating system
- g) Customized ERP Modules as per requirements
- h) Online portals.
- i) System integrations report.
- j) User Acceptance Test reports of fully implemented, customized and Tested Modules.
- k) Milestone signoffs
- l) List of standard and Customized Reports
- m) Data migration and Reports
- n) Training of administrators, Super Users and end users training reports and attendance sheets
- o) Go-Live Report



- p) Final Project Report
- q) Warranty of 1 year for Software and database.
- r) Annual Support Agreement after the warrant period lapses.
- s) Certificate of Commission

Summarized scope analysis

Item	Description	Remarks
ERP Requirements	Configuration, Customization, and commissioning Navision ERP	Mandatory
	User Acceptance Testing and Data Migration	Mandatory
	User Training and provision of technical manuals	Mandatory
ERP Integration	Integration with existing systems	Mandatory
Warranty and Support	Warranty and Post Go-live support	Mandatory
	Ready to enter into a Service Level Agreement (SLA)	Mandatory
Business Continuity	Provide a contingency plan to ensure smooth service continuity, availability and integrity of transactions	Mandatory
	Provide adequate backup and restoration processes	Mandatory
	Ensure Subscriptions are updated regularly	Mandatory

There are several modules to be implemented, these are:

- **Finance and Accounting**
- **Supply Chain Management**
- **Human Capital Management**





The system will be expected to have the following general technical specification.

No.	GENERAL TECHNICAL SPECIFICATION
1.	Proposed solution is based on proprietary software and not open source.
2.	The proposed implementation covers all functional areas listed under SPECIFIC TECHNICAL SPECIFICATION
3.	The set of applications shall be by one software manufacturer. NACADA will not accept different software vendors
4.	Proposed implementation MUST have ability to interface with other existing systems within the organization
5.	Proposed implementation should support Extraction, Transformation and Loading of legacy systems data with no or minimal programming effort
6.	System supports ODBC and multi database environment
7.	Ability to scale UP in the future
8.	Has an Inbuilt development/customization tool
9.	Multi-tenant, multi-user system
10.	Easily customizable
11.	Has an inbuilt adaptive workflow
12.	Web enabled i.e. The proposed solution must be accessible to users remotely and securely through the internet
13.	Has inbuilt backup and recovery
14.	User logs and audit trail
15.	Real time and near real time transaction processing updates
16.	Ability to define access privileges and rights as per business workflows
17.	Centralized data management for all modules/subsystems
18.	Secure access for system administrators
19.	Compatibility with office suite
20.	Ability to integrate with existing email service
21.	Consistency in layout, color, fonts and other design features among all modules/subsystems
22.	Online help system/manual
23.	Should support a menu driven navigation with drag and drop where necessary
24.	Single sign-on for all modules - a user signs once and has access to modules where she/he has rights
25.	Transactions made in one module should be transparent to other modules
26.	Customizable reports (standard document formats including excel, pdf)
27.	Capture data once, access in all points
28.	Should have executive dashboard for management.
29.	Every subsystem/module should have an analytic dashboard
30.	Consultant to Extract, transform (where necessary) and load all existing data from legacy automated systems, soft copy, printed files and other materials

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31.	24X7 support for system to be offered by the consultant during the contract period
32.	Compatibility with commercial off the self-reporting writing tools such as crystal reports
33.	System to provide data dictionary and database design documentation to facilitate preparation of ad-hoc reports
34.	Ability to create scheduled backups of system data. System should allow different backups including daily, weekly among others. as well as remote backups, online backups and multiple backups
35.	Ability to schedule data export and imports
36.	Multilevel approval of data capture and edits with the system (minimum 3)
37.	New version release notes
38.	Fix and patch notes
39.	Backup manuals
40.	Restore manuals
41.	Archival Manual
42.	System documentation - system structure schema, interface specifications, data/object/application descriptions
43.	Ability to support different levels of drill down in report design and generation.
44.	Ability to schedule report generation
45.	System logs should clearly indicate the kind of log (warning, error, access violations)
46.	Ability to implement password policy as captured in the [Organization] ICT policy
47.	Ability to support batch processing
48.	Ability to support DHCP connection between the server and the client computers
49.	Provide tools for managing and logging system configuration changes
50.	A project closure document in soft copy and three printed copies is to be provided at the end of project
51.	Dashboard for system administration where Administrators can choose various system variables such as performance indicators, system logs among others.
52.	Ability to monitor system performance
53.	System status notification
54.	Multiplatform solution
55.	Common approach to business process modeling and implementation
56.	Notification, task assignments, document management, task scheduling.
57.	The consultant must offer trial licenses for use during project implementation
58.	Consultant must be ready to enter into a contract with the client with regard to warranty, support and annual preventive maintenance services

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SPECIFIC MODULE TECHNICAL SPECIFICATION

This will include:

a) FINANCE AND ACCOUNTING

Management Accounting (Budgeting)	
Budgeting Process	
	The system should incorporate online budget preparation functionality and should be able to cover all budgetary elements whether capital or operational expenses
	The system must possess functionality that allows budget preparation at activity, divisional and departmental levels prior to merging into a corporate budget.
	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.
	The system must have a workflow approval for creating, uploading and updating the company's annual and supplementary budgets
	The system must be able to keep historic budget information
	The system must keep track of all changes to the budget.
	The system must link payments and invoices to budget line items for cost management purposes.
	The system MUST link payments to project budget line items for cost management purposes (where applicable)
	The system MUST be able to accommodate a budget calendar that may be different from a financial calendar
	The system should support rolling over of budget amounts/lines year on year
	The system should provide functionality to view actual data against budgeted data
	The system must be able to support reallocation of budgets between budget lines
	The system must support Activity Based Budgeting providing for a facility to capture objectives, activities and outcomes at item and sub item level
	The system must facilitate multiple years budgeting – prior years and at least 3 future years.
	The system must facilitate allocation of budget ceilings by activity and account code.
	The system must have ability to allow for creation of special budgets (Monthly, Quarterly, Biannual, Annually) etc.
	The system must support both Bottom-Up and Top-Down budgeting.
	The system must support commitment control by not allowing spending on a line item without a budget.
	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.



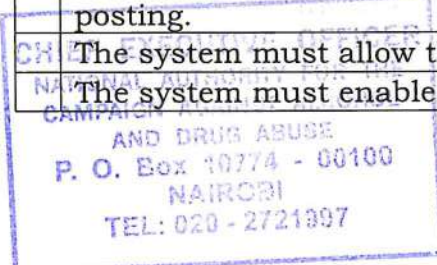
	The system MUST allow for importation of Budget from excel.
	The application should support copying of budgets from a financial period to another.
	The copied budget should be modifiable through application of percentages or absolute figures.
	The system must link all procurements and payments to the budget.
	The system must facilitate viewing of each department/function budget and expenditure to date.
Reporting Requirements for Budgeting Process	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	The reports must conform to the defined reporting templates:
	<ul style="list-style-type: none"> • 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.
Budgetary Controls	
	When preparing the budget out-turn report, one must be able to generate it with the options of:
	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
	The budget out-turn should not include future payments (not yet incurred) as a result of scheduled LPOs or journals.
	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.
	The system must enable tracking of budget expenditure and produce a report of the Same
	Produce comparative financial statements showing:
	<ul style="list-style-type: none"> • Prior year budget data • Year to date budget • Annual budget
	The system must be able to produce reports on committed budgets, actual expenditures and balances per budget line/account holder
	System prevents department level users from updating budget information after it has been submitted.
	Allows Budget Office to "push" worksheets out to departments electronically



	for budget preparation.
Financial Reporting Requirements	
	The system MUST facilitate forecasting of costs and revenue in terms of trends based on historical data.
	The application MUST have following types of reports by date range
	<ul style="list-style-type: none"> • Profit & Loss account monthly, quarterly annual, comparative • 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
General Ledger	
Chart of Accounts	
	One must be able to define and maintain the structure of the Chart of Accounts
	The system should allow for the same Chart of Accounts that can be used by multiple Company setups
	The Chart of Accounts must provide for a unique alpha-numeric, flexible account code Structure.
	The Chart of Accounts must provide for user-defined number of segments
	Changes to the Chart of Accounts must be controlled and require necessary approval or amendment to be restricted to authorized personnel
	The system must be able to maintain budgets tied to specific GLs
	The system must be able to create/setup GL accounts and deactivate the same without erasing
	Enable the viewing and extraction of GL accounts listing
	The chart of accounts MUST be flexible to accommodate the future business expansions in the segments & GL codes
	The application should facilitate summary account reporting based on all dimensions available in the database
	The system must be able to support reporting on different reporting templates
	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.
	The application should facilitate summary account reporting based on all dimensions available in the database
	The system must be able to support reporting on different reporting templates



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.	
Reporting Requirements for the Chart of Accounts	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). <i>Users who perform this function will have to be trained on use of the tools</i>
	Reports with the following parameters:
	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.
	Able to translate amounts from functional currency or source currency in the originating ledger, based on a specified exchange rate
	Should be able to perform foreign exchange gain/loss per transaction and post in the designated account.
	The application MUST support currency Conversion:
	The application MUST support currency Revaluation.
	The application MUST maintain all effective exchange rates for all foreign currency transactions.
	The system must be able to support the Kenya Shilling as the functional currency and should further be able to support other currencies.
	The system should allow upload of currency exchange rates downloaded in predefined file formats
Reporting Requirements for Currencies	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	Reports with the following parameters:
	- Foreign currency trends
	- Currency loss/gain per transaction
	- Currency loss/gain translation at defined periods
	- Invoices/Credit Notes/Debit Notes in foreign currency
	The system must be able to create and post automatic journal entries
	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.
	The system MUST restrict updates to the GL of a Journal Voucher after posting.
	The system must allow the holding of journal entries pending approval.
	The system must enable held journals to be viewed and posted



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For any transaction posted through this system, it must allow for Correction or reversal of the same through an approved workflow process
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.
The system should be able to handle different types of journals
The system must be able to maintain a history of full details of all transactions and avail them for printing when required
Maintain a closed period history on-line.
A facility to enable enquiry on archived data and reports
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.
The system must be able to export journal transactions in batch to spreadsheet or text file
The application MUST have categories for single journals and batches
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.
The application SHOULD provide for Recurring Journals.
Recurring Journal Entries may be based on templates with predefined schedules.
Posting to control accounts must only take place via business partners (employees, customers, suppliers etc.)
The system must provide for period closing functionality

Reporting Requirements for Journals

Dynamic reports with the provision for a drill-down capability.
Create customized reports (user defined). <i>Users who perform this function will have to be trained on use of the tools</i>
Reports with the following parameters
- Foreign currency journals
- Journals reports by preparer, reviewer, date posted etc.
- Journals held (pending posting)
- Journal reversal
- Journals by date/user defined period
The system must have a mechanism for defining a financial year and setting up accounting periods it contains.
The system should be able to close accounting periods at pre-defined frequencies
The system must allow for setup and updating separate accounting periods for adjusting and closing entries
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.
Dynamic reports with the provision for a drill-down capability.
Create customized reports (user defined). <i>Users who perform this function will have to be trained on use of the tools</i>

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Reports with the following parameters
Notifications on due date
Change of dates
Calendar by due date
Calendar by completed activities
Calendar by pending activities
Other General Ledger Requirements
Setting up GL parameters that will ensure:
Ledger validity and approvals are captured
Handling of bank payments (A function on its own)
Definition of currency rules such as payment limits, currency rates, tolerance levels, and other currency related parameters
Authorization matrix
Unique identification/numbering of all transactions
Audit trail showing name of originator, details of the GL affected, date, etc.
Query functionality must be sufficient to query all information that has been captured
Capable of allocating costs across cost centers
The system must be able to consolidate several general ledgers into one at reporting
The system should enable one to preview all open items such as open purchase orders, open invoices, etc.
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
• Pay as You Earn (PAYE)
• Value Added Tax (VAT)
• Any other defined taxes
• Reverse VAT
The system must import opening balance of assets & liabilities (suppliers, customers, staff loans, Staff advances etc.)
The system must have facility for adjusting entries after closing of the posting period/ financial year.
Reporting Requirements for Other General Ledger Requirements
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
The system must provide for raising of payment voucher based on invoice posted. Payment maybe full or partial payment.
The system must allow advance payment (down payment) based on purchase document.
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.
	The system must have controls that prevent duplicate processing of payments or over-payment.
Accounts Payables	
	The system should be able to indicate payment type: cash, physical Cheque, EFT, Card, Mobile money transfer/pay, and RTGS
	The system must be able to maintain a complete payment history and enable extraction for analysis
	The system should automatically notify the payment recipient upon completion of the payment process.
	System should be capable of grouping several invoices to be settled as a single payment or settled individually
	Support matching: Requisition, Purchase/Service Order, Goods/Service Receipt Note, Invoice & payment:
	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.
	The system must be able to create and maintain supplier payment information (if not captured in the procurement when creating a supplier)
	The setting up of all supplier details should be via a workflow/process
	The system must interface with the procurement module so as to be able to retrieve all other supplier master details relevant for the payment.
	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.
Reporting Requirements for Accounts Payables Requirements	
	The system must be able to generate the following AP reports:
	<ul style="list-style-type: none"> • 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
Accounts Receivables
Ability to record different types of receivables and revenues
Integrated with GL and provides capability to update GL with A/R transaction
Ability to bill based on various or combination of billing types with variable rates by customer
The system must be able to automate the receipting process and generate Payment Receipt.
The system must be able to update accounts receivables and cash/bank as a result of receipting
The application MUST provide facilities to query accounts receivables
The system should be configurable so as to allocate receipts into various GL accounts.
The application must be able to restrict posting of receipts by users to specific accounts.
The application MUST support the reversals, corrections of the payments and the receipts.
The application MUST capture receipts other than revenue.
The application MUST allow matching of receipts to invoices based on different parameters like customer id, name, invoice numbers etc.
The receivable module MUST define Payment terms such as penalties and/or fines.
The system must allow one to print a comprehensive customer account statement showing all transactions.
The application must be able to process receipts in multiple currencies
The system should be able to produce cumulative reports on receipts per customer, per bank, etc.
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.
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.).
The system must be able to set up payment parameters for customers such as: currency of payment, payment frequency, etc.
The system must be able to handle suppliers who are also customers.
The system must be able to detect duplicate customers by comparing a combination of unique customer details like the NACADA internal generated numbers and the tax PIN.
The system must be able to capture and maintain a complete history of customer transactions and generation of customer statements that can be emailed.
Alerts and notifications when accounts receivables are due.
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.



	The System MUST generate dunning or collection letters, to have credit limit and credit hold functions.
	The system should be able to handle payments in excess of the receivable amount
	Ability to define Customer credit policies/limits.
	Ability to track a customer's credit balance and issue alerts upon attainment of a set threshold.
	The system must support bad debt provisioning.
	The application MUST have write off limits defined for users and inbuilt approval process for bad debts or adjustments.
	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/imprest.

Reporting Requirements for Accounts Receivables

	The system must be able to generate the following AR reports:
	<ul style="list-style-type: none"> • AR Aging Report: • Using specific criteria -- department, date range, specific customer or all 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"> • Down payments/payment advances listing • Client Payment history report • AR posting status reports per period • Cash Receipts Report • Client Statement

Imprest Management

	The system must be able to address imprest management process
	The system must embed a workflow for application, verifying, reviewing and approving staff imprest
	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.
	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.
	The system should automatically reject imprest application for staff with unclearly advances
	The system should automatically reject imprest application for staff not included in the requisition.
	The system must embed a workflow for verifying, reviewing and approving accountability of staff imprest
	The system must have a facility for uploading accountability supporting documents.
	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
	The system should enable posting of imprest and their accountabilities entries to the GL.
	Raise alerts/Reminders or notifications on overdue petty cash/imprest both to the applicant and the issuer (cash office/Finance).
Reporting Requirements for Imprest	
	The system must be able to generate the following imprest management reports:
	<ul style="list-style-type: none"> • Imprest disbursements by individual/amount/date/division/department • Ageing staff imprest • Aging report categorizes receivables to clients/staffs based on time intervals • Client/staff Payment history report • Client/staff Statement
Cash and Bank Management	
	The system must be able to capture advances.
	Staff must be able to apply for petty cash request online with the defined limits.
	System must have a workflow for processing approved petty cash requests.
	Automatic tracking of petty cash balance for purposes of replenishment.
	The system should provide for definition of petty cash float limits. The system must raise alerts when the limits are exceeded.
	The system should enable posting of petty cash transactions to the GL.
	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.
Reporting Requirements for Cash Management	
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
Bank Reconciliation	
	The system must provide for uploading of electronic bank statements
	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.
	The system SHOULD interface with the bank banking platform to initiate payment receipts based on credits in the bank.
	The system MUST provide for creation of miscellaneous transactions to record bank- initiated activities like interest gained, bank charges etc.
	The system SHOULD have facilitated definition of matching rules and report on both reconciling and non-reconciling items



Reporting Requirements for Bank Reconciliations

	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	The system must be able to generate the following:
	<ul style="list-style-type: none"> • Bank reconciliation report • Direct debits/credits • Unreconciled items

Bank Accounts

	Bank details to be captured in full:
	<ul style="list-style-type: none"> • Bank code • Status (active/inactive) • Bank name • Bank branch • Sort code • Address • Account name • Account number • Lookup code • Transaction details: <ul style="list-style-type: none"> - Transaction limit - Transaction reference - Comments - Transaction type - Supplier code - Customer code

Reporting Requirements for Bank Accounts

	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	<ul style="list-style-type: none"> • Deposit List • Deposit Report • Cash payments (supporting electronic fund transfer) • Cash receipts (supporting direct debit) • The reports conforming to NACADA's existing bankers' requirements • Bank by Bank name/staff/amount

Cash Forecasting

	The application MUST provide cash flows projections based on the transactions
	Processed in the integrated modules including receivables and payables.
	The application MUST provide the facility to define cash forecast templates such as:

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• Forecasting periods
• Selection criteria for each source
The application MUST be able to generate cash forecast in any currency based on the user's parameters assigned
Reporting Requirements for Cash Forecasting
Dynamic reports with the provision for a drill-down capability.
Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
• Forecast Report
The system should have a functionality that allows the user to make requisition for either "Stationeries", "assets" or "Activity Approval"
Requisition for Activity Approval
The system MUST allow the initiation of a request for approval for an activity by a user.
The system must have a functionality that allows requisition generation for Program based activity and/or procurement-based activity
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
• Justification
• Expected output
• Venue (County, Region)
• Number of persons (including drivers)
• Number of days
• Activity Dates (from – To)
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 approval for creating, uploading, reviewing, updating and approving the requisition.
The system should allow the user to indicate the state of urgency for the activity.
The system should have an interface with the budget module
The system should not allow the user budget for the activity to exceed the budget line' budget balance
The system should have an interface with the procurement module and be linked to the procurement plan. .
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.
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.



The system should have an interface with the HR Module.
The system should have a functionality that allows the user to include either NACADA staff or Non-NACADA staff or Both in the requisition
The system should allow the user to select NACADA 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
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.
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.
In the budget creation, the system should allow the user to input;
• Expenditure item
• The rate per item
• Number of items
• Number of days
The system should not allow the user to input number of days beyond the indicated activity number of days.
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.
The system should allow the user to indicate whether the expense item is ;
• Procurement related
• User related
Finance related.
It should clearly indicate the total budget amount for the separate expenses.
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.
The system shall not allow the AIE holders to approve commitments outside their budget allocation.
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.
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.
The system should not allow the user to submit the requisition to the management for approval before clearance by the AIE Holder
The system should provide notification to the AIE holder once the "Final requisition" has been submitted for commitment approval
The system should provide a notification to the user once the budget

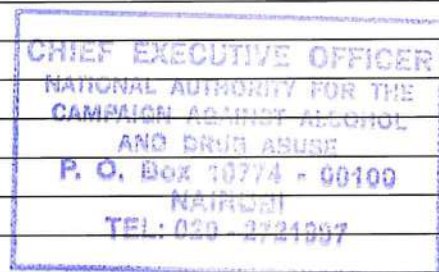
commitment is approved by the AIE Holder.
The system should allow the user to submit the requisition to the management for reviewing, commenting and approval. It should allow the user to make corrections where the requisition has been reverted for clarification and further justification before resubmission to the management for approval.
The system should allow the user to track the approval process of the requisition.
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.
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 advice given
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.
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.
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.
The system should enable the CEO to make any changes in the requisition before approval.
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
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.
B. Requisition for Stationeries/consumables
The system should have a functionality that allows the user to make a request to the procurement officer for office consumables.
The system should have an interface with inventory management module
The system should allow the user to all select consumables they require before submission of the request for consideration by the approvers.
The system should not allow the user to submit the requisition to the procurement officer without the approval of the HP
The system should notify the user and the procurement officer once the requisition has been approved by the HP
The system should notify the user on the item requested is out of stock
The system should notify the user once the consumables are ready for collection.

	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.
	The system should track the time taken from the submission of the request to the collection of the consumables.
	C. Requisition for Asset
	The system should have a functionality that allows the user to request for assets from the relevant Divisions.
	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)
	The system should have an interface with inventory management module
	The system should allow the user to select all assets they require before submission of the request for consideration by the approvers.
	The system should not allow the user to submit the requisition to the procurement officer without the approval of the HODIV/HP.
	The system should notify the user and the procurement officer once the requisition has been approved by the HODIV/HP.
	The system should notify the user whether the item is in stock
	The system should not allow the procurement officer to issue the ICT asset without approval of Head, MIS
	The system should not allow the procurement officer to issue the "Other assets" without approval of Head, Human Resource
	The system should notify the user once the asset(s) are ready for collection.
	The system should have an interface with Activity Requisition Module.
	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
	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.
	The system should track the time taken from the submission of the request to the collection of the consumables.
	The system should have a functionality that allow the user to indicate the reason why they 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.
	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

b) SUPPLY CHAIN MANAGEMENT

Formulation of procurement plan	
	Ability to create annual procurement plan
	The system to allow work flow process for preparation and approval of the procurement plan based on various initiators/processors and approvers.
	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.
	Ability to allow end users to create a procurement requisition based on the procurement plan.
	Automatic confirmation of procurement plans against departmental/divisional budget codes
	Consolidation of procurement plans of various department/division into a single procurement plan and vice versa
	Ability to create, print and view of divisional, departmental and the consolidated procurement plan
	Enable the attachment of documentation to procurement plans submitted by departments and avail the same during consolidated viewing
	The system must be able to address the requirement of updating the procurement plan on a periodic basis by having an inbuilt workflow for updating and approval of the procurement plan
	Ability to track requisitions against the procurement plan at divisional, departmental and organization-wide level
	Ability to follow different requisition approval processes depending on the value of goods
	The system should be able to allow procurement personnel to group procurement plan requests into categories
	The system should be able to set alerts with respect to initiation of procurement plans preparation
	Ability to indicate the approved method of purchasing for the requisition e.g. some requisition requires open tender, this should trigger the tender initiation process while others can trigger a purchase order directly.
	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.
Formulation of procurement plan – Reporting	
	Ability to track and report on purchasing trends against the procurement plan
	Procurement Plan implementation report based on a defined criterion e.g. per period, division, department etc.
Registration/Prequalification of suppliers	
	The system must support the registration and prequalification of suppliers
	The system must support an on-line supplier portal that shall allow interaction between suppliers and NACC.
	The suppliers should be able to:

• 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.	
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	



- Bank details
- Supplier status (Inactive)
- Comments on the supplier
- Ownership/directorship of the company
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.
Allow sharing of supplier data in the central repository.
Detection of duplicate suppliers based on unique multiple supplier identification number such as PIN, Internal NACADA reference numbers, etc.
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).
Enable the attachment of documents to supplier prequalification tasks e.g. tender advertised, supplier responsiveness, filled business questionnaire, prequalification document, etc.
The system MUST be able to block the suppliers who have been debarred
The system MUST be able to unblock the supplier by appropriate authority
The system MUST be able to record complaints about the supplier.
The system MUST maintain a list that shows the items supplied by different suppliers.
The application MUST facilitate assignment of different items/ products to a supplier upon prequalification/registration.
The application MUST facilitate assignment of different items/products to a supplier upon prequalification/registration.
Registration/Prequalification of suppliers – Reports
The system should maintain Purchases Year to Date (YTD) in number and currency per supplier
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.
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.
The system MUST support LSO/LPO generation of a report on shortlisted suppliers
The system MUST support LSO/LPO generation of a report on status of supplier prequalification process.
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:
• Name of supplier
• Date of award
• Nature of work
• Value of work
• Date of prequalification

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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
The system MUST support generation of reports for supplier company Ownership
The system MUST support generation of historical information on purchase order/contract cancelled by Company, if any

Tendering and Requests for Quotations

The system must be able to capture the following tender details. At a minimum, these details are:
• 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

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• 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
• Persons who approved the tender
• Tender termination details: tender number, reasons for Termination
The system should support LSO/LPO the generation of tender number for the different types of tender
The system must be able to print out the tender details above for purposes of advertisement and reporting
The system should have the functionality to manage procurements through Open Tendering process
The system should have the functionality to manage procurements through Request for Proposals process
The system should have the functionality to manage procurements through Two-Stage Tendering process
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.
The value based on which the system determines whether an RFQ or a tender is needed should be configurable as per the procurement method.
The system should support the RFQ process by providing a workflow that allows procurement Division to:
• Receive purchase requisitions from the user department/division
• Convert the purchase requisition into an RFQ if it is less than a specified amount
• Allow prequalified suppliers to be selected.
• Automatically send the RFQ to the selected suppliers via email or allow for printing
• Convert an RFQ to the procurement division's purchase Requisition
• 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
• Names of suppliers to whom the RFQ was sent



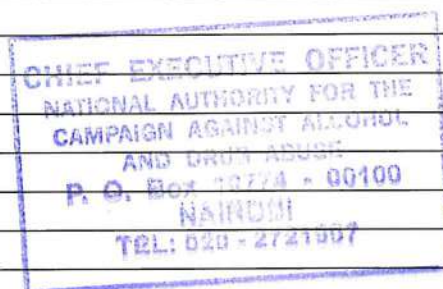
• Name of responders
• Prices quoted
• Results of evaluation
• User defined comments
Ability to keep track of the tender evaluation process and stages and time frames through the process including:
• Tender opening:
• Technical evaluation
• Financial evaluation
• Management of tender opening/evaluation committees
• Supplier notification
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
Ability to create a "single "contract number per physical contract that can be utilized across all operations of the ERP, and other NACADA systems.
Create standardized contracts quickly and easily by utilizing standard 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
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.
Build mechanisms for pricing and service-level agreement flexibility into the contract.
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
Ability to track timelines associated with each stage in the contract process and flag where these are exceeded
Ability to track status of bid bonds. Bid bonds for unsuccessful bidders should be returned when sending regret letters.
Tendering and Requests for Quotations – Reporting
The system MUST be able to generate reports on tenders in the pipeline and their status

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	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.
	The system MUST be able to generate reports on a list of tenders whose submission dates were extended.
	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.
	The system MUST be able to generate reports on a price comparison list for RFQs.
	The system MUST be able to generate reports on a summary of tender awards by procurement method, value, reserved tenders etc.
	The system should generate reports on the responsiveness in a particular period e.g. How many responsive tenders in a particular period?
	The system should generate monthly contract status alerts to user divisions.
	The system should generate a list of tenders that have been terminated.
Purchase requisition and Purchase Order Management	
	Embed a workflow for the purchase requisition process and capture approvals, comments and documentation associated with this process/task.
	The system should allow for requisition approvals based on the set thresholds for the different approvers in the work flow process.
	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:
	<ul style="list-style-type: none"> • 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:
	<ul style="list-style-type: none"> • Name of suggested supplier • Address of suggested supplier • 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
• System generated comments/opinion for recommendation for award
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
• 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
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
The system should be able to perform funds reservation for budgeted Items
For purchase requisitions that have been rejected, the system must be able to release the commitment of funds
The system must automate the raising of purchase requisition for stocked and non-stocked goods, and services from short listed suppliers
The system MUST capture the following details for Purchase order header
• 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



<ul style="list-style-type: none"> • Warranty • Total value of the LPO/LSO/Contract • Quantity
And any other necessary details for an LPO/LSO
<ul style="list-style-type: none"> • Local Agent • Audit Trail of the Creator, Approver and Modifier of the LPO/ LSO
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.
The system must have a workflow for generation / raising of local purchase orders following approval of purchase requisition
Ability to record purchase order acknowledgement from vendor when LPO/LSO is sent by email.
The system should be able to generate Purchase Orders (LPO/LSO) through a workflow.
System should automatically generate an alert if acknowledgement is not received within a specified time from LPO/LSO issue date
All LPO/LSOs generated should include terms and conditions; the system should allow for the definition and maintenance of the terms and conditions.
The system shall allow an authorized user to update delivery or payment method for a purchase order
Ability to consolidate related procurements
The system shall notify the user about any changes made to the order.
Confirmation of item stock levels prior to raising a purchase requisition
The system should have a workflow for processing Purchase Requisitions where:
<ul style="list-style-type: none"> • The supplier and prices have been identified (Prequalified)
The system must be able to capture all approvals related to the purchase requisitions. These include:
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • All approvals on the system must be clearly captured.
The system should have provision for raising purchase requisition for recurring services automatically
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.
The system should be able to provide for supplementary Purchase Orders and Purchase Requisitions
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



Manage the entry of Service Entry Sheets i.e. the acknowledgement of the of services received against an LPO/LSO or Contract
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)
Ability of the system to input and analyze price trending per item and units of Services (Market Survey)
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.
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.
Ability of system to generate material requests based on the set-up min-max levels.
Ability to have the material requests generated go through an approval process and a purchase order or requisition created from them.
Ability of the system to allow for multiple line description per LPO/LSO
<ul style="list-style-type: none">Processes multi-item type LPO/LSOs
The system should be able to process LPO/LSOs with multiple delivery Locations
The system Checks for duplicate Purchase order numbers
Purchase order/requisition numbers to be system assigned
System should allow reprint of LPO/LSO with 'copy, amendment no., reprint' marked on the print out
Ability to enter project details while creating purchase order and interface the details to budget module
Ability to print purchase order terms and conditions
Ability to allow authorized users to track status of approval their purchase requisitions and related purchase orders
Ability to restrict information that end users should view in the procurement process
Ability to enforce requirement for a contract based on the nature of items/service or value
Purchase requisition and Purchase Order Management- Reporting
The system MUST Provide a report of all requisitions for a specific Period.
The system MUST provide a report of all pending requisitions as at a certain date showing how long they have been pending
The system MUST generate reports on Frequency and volumes purchased and seasonal trending of items
The system MUST generate reports on a list of open purchase orders
The system MUST generate multi-dimensional reports on open purchase order e.g. By cost center etc.
The system MUST generate reports on overdue supplies, which can be used to follow-up with suppliers for the material to be supplied.



	The system MUST generate reports on Purchase order commitment for the specified period.
	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.
Goods/Services Receipts and Inspections	
	The system allows for the receipt of goods, services, works, repaired items, inter stores transfers, etc.
	The system automates generation of Goods Received Note (GRN) that must be associated / matched with an open Purchase Order(s).
	The system allows for full or partial receipts against a purchase order or contract
	The system must allow for the inspection of goods/services/works
	The system must allow for ad hoc set up of the Inspection and Acceptance Committee
	The system must be able to capture the Inspection and Acceptance Committee reports after a workflow approval process
	The system must be able to address situations where the goods have been received but needs to be returned to the supplier.
	The system should be able to provide alerts to key stakeholders on attainment of certain GRN status
	System should allow invoicing only for an approved GRN or for consolidated GRNs
	The system SHOULD have the ability to support one-time vendors
	The system SHOULD have the ability to maintain approved supplier catalogue/lists for inventory items
Goods/Services Receipts and Inspections – Reporting	
	The system should have the ability to generate reports on pending Purchase Requisition /LPO/LSO
	By supplier, by item and by department.
Stores Management	
Inventory Item	
	The system MUST allow the definition and maintenance of alpha numeric character codes for items
	The system should have templates with predefined set of item attributes
	The system MUST capture the following important information for each Item:
	• 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
The system MUST allow the definition of the following inventory types inside the application e.g. Consumables, Assets etc.
The system MUST have an ability to define new Item categories and Catalogues based on their characteristics
The system MUST allow the assignment of Inventory items to one of these categories and catalogues defined
The systems allow collecting of item information using barcodes or QR codes during receiving and issuing of items.
The system allows for the issuance of goods and assets and collecting of the data using barcodes/QR Codes, inter stores transfers, etc.
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
The system automates generation of Goods Issue Note that must be associated / matched with a stores requisition note.
The system allows for full or partial issues/receipts against a stores requisition note or contract
System should allow for creation and maintenance of approved items price lists
System should allow for creation and maintenance of supplier items catalogues
System should allow for creation of an internal Catalogue for all items /Services
The system allows for the delivery of goods to a specific store
The system must allow for the generation of:
• stores issue notes
• stores receipt notes
• goods in transit notes
• proof of delivery notes
The system has the functionality that allows different movements of stock items from one store location to another
The system has the functionality to close a store for stock take Purposes
The system has the functionality to open a store after a stock take
The system has the ability to create a new storage location including:
• A new store
• A new stock room
• A new bin location
The system has the ability to retire an existing storage location including:
• A store
• A stock room
• A bin location

Inventory Item – reporting

The system can generate, per storage location, the store movement reports including:
• 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 as follows:
• Item categories Report
• Stock issues
• Per user
• Per department/Division

Inventory maintenance

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.
Automatic updating of inventory levels and balances after issuance/reception of inventory (stocked items and services)
Valuation of stock: The following options must be available for calculating the unit cost of a good in the store:
• Last in First Out (LIFO)
• First in First Out (FIFO)
• Simple average
• Weighted average
The following details should be captured for updating the stock levels:
• 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)

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• Supplier name (referenced to the supplier master data in the procurement module)
Allow the receiving of inventory both at once and partially
Should maintain a central access-controlled items master database
The system must give alerts and notifications when stocks are at the re-order level and on expiry dates
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.
Support the identification of items for disposal both manually and through preconfigured rules e.g. expired, useful life exhausted, damaged, etc.
Automatic generation of disposal codes
Inventory maintenance – Reporting
The system must have provision for extracting any or all of the information above as a report.
Stock takes
The system should be able to generate a Stock take count lists
Allow the manual stock verification stock counts capture by the system, reconcile the physical count against the system count and produce a variance report
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)
The system should allow for approval of the stock take through a workflow process
The system should allow for the following types of stock takes:
• Annual stock take
• Periodic stock takes
• Ad hoc stock takes
• Select (e.g. Fast-moving items, etc.) stock takes
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.
The system should allow for scheduled stock takes alerts
The system should have the ability to set up an ad hoc Stock take and Physical Verification Committee
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
The system should have the ability to carry out the stock take for a Division or stock room of the store
The system should have the ability to generate all standard reports with respect to stock takes
The system should allow for capture of stock take notes/observations to accompany the physical counts

Additional Reporting requirements

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:
<ul style="list-style-type: none"> • Value of store with options for calculating the value of the Store • With items flagged for disposal • Minus items flagged for disposal
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.

Project Administration and Accounting

The system is expected to provide fully automated interfaces with the following systems/modules:
<ul style="list-style-type: none"> • Procurement module to receive supplier invoices
The system MUST perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established in the General Ledger.
The system should have the ability to differentiate transactions between operating and capital budget items.
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.
The system should allow for multiple fiscal year budgets for projects.
The system should provide multiple revisions and amendments to the budget in the above detail.
The system should track projects over multiple years.
The system should track projects by budgets.
The system should allow users to create and maintain project schedule templates.
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.

Project Accounting

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:
<ul style="list-style-type: none"> • Purchasing • Payroll
The system MUST track both outsourced contracts and in-house spending to a project.
The system should track multiple contracts to a single project.

Project Budgets	
	The system should allow for inquiries into project budgets, pre-encumbrances/encumbrances, revenues, and expenditures at any level described above.
	The system should access prior years' project cost.
	The system should establish reimbursable budgets for projects.
	The system should track Reimbursable budgets control expenditures available for project billing only.
	The system should report actual project cost-to-date for the capital or operating budget.
Reporting Requirement for Project Administration and Accounting	
	The system should provide multiple levels of reporting
	Dynamic reports with the provision for a drill-down capability.
	Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
	Following additional reports:
	<ul style="list-style-type: none"> • 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
E - Tendering Requirements	
Access E – Tendering Portal	
	Access to the e-tendering system should be by way of either User ID/Password
	for some Tenders and through digital signatures and an existing Telegram bot for some Tenders (based on NACADA criteria). All ways of Access should be available. NACADA should be able to decide which Tenders will be accessed through User ID/Password and which will be through digital signatures.
	The portal MUST be able to interface with the Telegram Application in a predefined bot.
	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
	The system should have at least 3 levels of Access Control:
	<ul style="list-style-type: none"> • Administrator - who will be the super User and create Internal Users • Tender Owners - who can approve Tenders <input type="checkbox"/> • Users - Third Level will be the Users who will create Tenders, create corrections, attend pre-bid meetings, download Tender documents of Vendors, evaluate etc. • Users (Outside the Organization) <input type="checkbox"/> • The system should cover full life cycle of purchase (from Initiation to

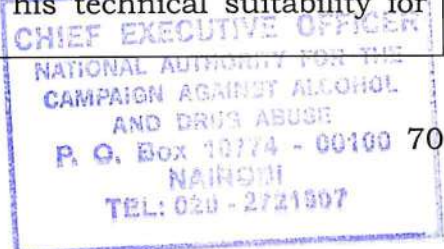
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Purchase Order)
Types of Tender
Should support various types of Bids applicable at NACADA namely:
• Open Tendering
• Request for Proposals
• Request for Quotations
• Restricted Tendering
• Direct Procurement
• Low Value Procurement
• Design Competition
• Electronic Reverse Auction
• Framework Agreements
• Force Account
• Two-Stage Tendering
The system should have the facility of tender preparation/indent / Creation that allows for one to:
• Approve and reject Indent
• Split Single Indent into multiple Tenders
Tender Notice Creation
It should be possible to float Tender notice in any format including emailing of tender notice Government Advertising Agency, selected or pre-qualified bidders
Notices should be visible to Vendors only after it is approved
System should allow Archival of Tenders and allow retrieval when required.
System should allow Cancelled Tender to be revived
It should be possible to categorize a Tender as New, Live, Archived, on-hold, Cancelled, etc.
There should be provision for attaching images with Tender Notice
The system should have the capability of assigning unique internal reference number to each Tender.
There should be a facility for Online Pre-bid Meeting, if required
Tender Setting
System should support Tenders with or without RFP cost
System should support Tenders with bid security requirements (or Earnest Money Deposit)
System should support Tenders with or without Pre-Bid Meeting
System should support Tenders with or without pre-qualification phase
System should support Tenders with or without Technical Bid
System should have provision for inviting EOI and issuing RFP to only pre-qualified bidders of EOI
System should have inbuilt check to ensure that incomplete bids in any manner is not accepted
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.
System should have facility of sending emails to all Registered Vendors
System should have the ability to set maximum size of single file upload



	System should have ability for uploading various types of documents
	System should have facility for Vendor Registration & Administration
	It should be possible to down load Tenders free of cost or at determined cost
	System should maintain Vendor details of those Vendors who have downloaded the Tender
	It should be possible to specify online brief description of the Tender to enable Vendors to view
	System should allow upload of multiple documents for a Tender.
	System should have the facility of virus scan for uploading documents
Electronic document formats	
	Support the capture of records created in native file formats from commonly used Software applications such as:
	<input type="checkbox"/> standard office applications (word processing, spread-sheets, presentation, simple databases)
	<input type="checkbox"/> email client applications
	<input type="checkbox"/> imaging applications
	<input type="checkbox"/> web authoring tools
Online Pre-Bid Queries	
	The system should allow Vendors to post any number of questions.
	It should be possible for Vendors to upload pre-bid queries within the timeline prescribed
	The system should have the facility of masking the name of the Vendors who have raised the questions and should be visible only to NACADA
	It should be possible to upload corrigendum and correlate them to the main Tender
	Corrections should be maintained chronologically
	Corrigendum should be made visible to all those who have already downloaded the original Tender.
Vendor Registration	
	Only those Vendors who Register with NACADA for each Tender shall have access to the Tender
	It should be possible to provide different levels of access to the employees of the Vendors as required by them
	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.
	Authorized NACADA users should have the authority to change the vendor details.
	Option to be provided to upload the Public Documents like Terms & Conditions, Calendar of Events, etc.
	Option to add / modify the different taxes like, VAT, Withholding Taxes, Excise Duties, Customs duty
	Option to Approve/Reject the vendor based on his technical suitability for each item is to be provided.

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Bid Submission	
	System should allow online submission along with attachments
	Allow extension of tenders opening date before closure of tender
	Tender Opening links should not get activated before due date and time
	As each phase gets completed the comparative chart of Vendors should get auto generated
	Rejected Vendors should not qualify for next round automatically
	System should have the facility to export data to spread sheets
	System should support online Tender Opening where Vendors can participate online from their respective offices
	"Generate Bid Comparison Sheet", Comparative Statement should be generated automatically. The Comparative Statement will be in MS Excel format.
Bid Opening	
	In case of multi envelope Tender, it should not be possible to open the second stage envelope unless the first stage (envelope) is completed
	System should have a provision that NACADA 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
	Financial tender opening links should not get activated before due date and time.
	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.
Bid Evaluation	
	Ability to analyze quotations
	Specifications issued during purchase requisition should be available during evaluations and inspections
	System should electronically store the minutes to each purchase request. In particular, the Evaluation committee minutes should be linked to the purchase requisition.
	No amendments to confirmed minutes should be allowed by the system
	System should be able to capture and calculate the cost comparison for bids received by retrieving the information from the captured bid's details.
	The system should be able to capture the technical evaluation criteria including <ul style="list-style-type: none"> • Mandatory criteria • Detailed evaluation showing minimum score for which the bidder proceeds to the next level
	The system should provide a linked timeline of all the activities related to a purchase request from the time the user raises the requisition to the point the supplier gets payment. Where there are any deviations from the happy path, the system should keep a record of this.

Reverse Auctioning	
	System should have provision of Reverse / Forward auctions, including Rank bidding, Anonymous & Alias bidder etc.
	System should have provision for Parameters Defining and Setting of Opening Price, Historic Price, Reserve Price etc.
	The System should display and record Start and End Time
	There should have flexibility for Extensions of closing rules and/or Times
	There should be facility of Uploading file attachments
	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
	System should have the provision to generate L1, L2, L3 chart dynamically
	Audit Trail - logs should be available for all User Transactions and administrative actions
	The system should have the ability to set:
	<input type="checkbox"/> Auction Opening Price
	<input type="checkbox"/> Auction Historic Price
	<input type="checkbox"/> Auction Reserve Price
	<input type="checkbox"/> Revised Extension Times
	<input type="checkbox"/> 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.
	Facility is provided to NACADA to define criteria for accepting bids during the auction, with any one of the following options:
	<input type="checkbox"/> 'Meet or Beat on Start Price' and also 'Beat on Rank-1 Bid'
	<input type="checkbox"/> 'Meet or Beat on Start Price', and also 'Meet or Beat on Rank-1 Bid'
	<input type="checkbox"/> 'Beat on Starting Price', and also 'Beat on Rank-1 Bid'
	<input type="checkbox"/> 'Meet or Beat on Start Price', 'Beat on own Last Bid'
	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)
	c) Display of Bidder's Own Rank
	d) Display of Other Bidders' Details
	e) Display of Reserve-Price
	The system maintains a complete Audit-trail of the various activities of the auction process.



Purchase Indent Management	
	Indent Creation/tender preparation - Facilitate online creation of the works and goods indents in standardized formats. Facilitate upload of documents (Drawings-scanned or NACADA 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.
	Estimate Preparation – In case of works and goods procurements facilitate preparation of estimates should be supported.
	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.)
	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
	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
	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
	Indent Tracking - Allow tracking of the indent throughout the creation and approval cycle using the unique indent number
Vendor Contract management	
	The system should support the automatic/balanced allocation of the file(s) to the contract drafting officer for drafting the contract
	The system should support the sending of an allocation alert to the drafting officer and contract reviewer(s)
	The system should support the reallocation instructions by the reallocating officer and capture the reason for the reallocation
	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.)

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	The system should support the insertion of annotations on the draft contract document by each reviewer
	The system should support the tracking of comments made by reviewers (i.e. both internal and external reviewers)
	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
	The system should support the uploading of the signed contract by authorized personnel
	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.
Project Management Requirements	
	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.
	The vendor MUST develop an overall implementation strategy which includes a comprehensive project implementation plan; it shall include, but not be limited to:
	<ul style="list-style-type: none"> • Tasks estimation • Project planning • Work allocation • Progress tracking and monitoring • Reporting scenarios
	The vendor MUST develop an issues resolution methodology.
	The vendor must be verifiable with manufacturer of the system
	The vendor MUST develop a risk identification and mitigation strategy and develop a contingency plan.
	The vendor MUST develop technical standards for modifications, security, conversion, and system administration for all modules.
	The bidder MUST describe what tools and techniques will be used in managing this project.
	The bidder MUST describe the project management team structure, along with their technical qualifications and roles and responsibilities of all team members.
	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.
	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.



	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.
	The bidder MUST describe process of transferring the knowledge and training of NACADA admin.
	The bidder MUST provide specifications and a list of all project deliverables.
	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.
Asset Management System Requirement	
	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
	The system should provide a notification to Asset Manager once an item marked as assets is received.
	Ability to generate asset tag based on asset class & predefined sequence numbering to help in the process of physical verification process.
	Ability to allocate each asset to one or more insurance policies
	Provide alerts for payment of insurance premium before the expiry
	Ability to trigger off alerts as reminders for maintenance for assets
	Ability to register and track warranty information
	Ability to associate a fixed asset with a regional office and calculate depreciation expense accordingly
	The system provides the ability to store manufacturing information
	The system provides the ability to store supplier information.
	The system provides the ability to track to what system a piece of equipment belongs to
	The system provides the ability to track the asset purchased, installed dates, removed dates, original costs, life-to-date repair costs, current replacement costs.
	The system provides the ability to allow for categorization of an asset (apply different depreciation methods for different components of a major asset)
Asset Movement Management	
	The system should have the functionality to request for and get approval of an asset movement/transfer from one location to another
	The system should have the functionality to monitor the asset movements within NACADA
	Provide facility to generate asset movement forms and approvals when asset is moved and identify current location and current user (whenever it is applicable)
	Ability to facilitate inter-region / inter-department asset issues and transfers
	Ability to facilitate inter-region / inter-department asset receipts
Reporting Requirements for Asset Movement Management	



The system should have the functionality to produce standard reports on the asset movements within NACADA
Asset Maintenance Management
The system must be able to maintain an Asset Maintenance budget and total life cycle of the assets
The system should have the functionality to manage Preventive maintenance. It should have the ability to:
• 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
• Track all outsourced service orders issued towards the asset maintenance
The system should have the functionality to manage Breakdown Maintenance. It should have the ability to:
• 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
• Track all outsourced service orders issued towards the asset maintenance
Reporting Requirements for Asset Maintenance Management
Provide reports on:
• 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:
	<ul style="list-style-type: none"> • Each location • Cost center • Asset Category
	Ability for creating annual disposal plans
	The system should have the functionality to manage different types of asset disposals at NACADA.
	The system should have the functionality to manage asset disposals through Sale by Public Tender process
	The system should have the functionality to manage asset disposals through Sale by Public Auction process
	The system should have the functionality to manage asset disposals through Donation process
	The system should have the functionality to manage asset disposals through Trade-In process
	The system should have the functionality to manage asset disposals through Waste/Destruction/burying Disposal process
	Ability to mark assets, in the approved disposal plan, for disposal as well as re-admit assets back into the assets listing.
	Ability to calculate and create automated journals and reverse accumulated depreciation at the time of sale, scrap, and retirement of asset
	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
Asset Disposal Management	
	Manage all asset disposal related data including dates, rates and attachable documents.
	Allow for the management of important dates in the asset disposal plan (deadlines, stages and conditions).
	Create individual reports for presenting data on asset disposal
	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.
	Consolidation of disposal plans of various divisions into a single disposal plan and vice versa
	Ability to view and print divisional and consolidated disposal plan
	Have a workflow for disposal plan preparation and approval
	Enable the attachment of documentation to disposal plans submitted by divisions and avail the same during consolidated viewing
	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
	Ability to track disposal requisitions against the disposal plan at divisional level and company-wide level
	The system should be able to allow categorization of disposal plan requests

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	The system should be able to set alerts with respect to initiation of disposal plans preparation
	The system should have a functionality that allows one to generate a number of different standard reports, including:
	<ul style="list-style-type: none"> • Current asset tagging listing • List of fixed assets 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
	All these reports can have their layout changed and have fields included / excluded depending on the users' needs.
	The system must be able to perform fixed assets registration. The registration should be from the procurement/AP process.
Reporting Requirements for Asset Disposal Management	
	<ul style="list-style-type: none"> • Asset tag (Barcode) • An asset to be uniquely identified • An asset classification(s) • An asset to be adequately described • The status of the asset to be monitored (whether active, suspended, or disposed) • Impact on the depreciation accounts (balance sheet and profit & loss) when different periods are selected
	<ul style="list-style-type: none"> • The location and holder (responsible person) of the asset to be determined and transfers to be approved and recorded
Asset Accounting	
	<ul style="list-style-type: none"> • Quantity and value of fixed assets per category and in summary to be determined • 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
	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.
	The system must be able to perform fixed assets disposal through a workflow. This disposal may be a full or partial disposal.

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The system must be able to perform fixed assets depreciation with options for using different depreciation methods
The system must be able to post fixed assets ledger entries to the general ledger
Automated calculation of net book value and gains/loss of asset value
The system should allow for revaluations of fixed assets
Ability to automatically check and stop depreciation on reaching the user defined residual values for assets or predefined service years
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)
Provide facility to distribute depreciation expenses among reporting units & department
Ability to handle impairment of fixed assets and its accounting Treatment
Ability to permit accounting of sale of fixed assets as per statutory requirements
The system should have a functionality that allows one to generate a number of different standard report and have their layout changed and fields included /excluded depending on the users' needs including:
• Fixed assets register
• Fixed asset valuation report
• Fixed asset depreciation report
• Fixed asset reports by asset type and other assets category
• Depreciation forecasting report
• Accumulated depreciation list by category by Location
• List of fixed assets transferred between locations or custodian during the period
• List of newly added fixed asset

c) **HUMAN CAPITAL MANAGEMENT**

Organizational Structure	
	System MUST have ability to include Organization structure hierarchy definition and organogram.
	System MUST be able to build an organization structure, which caters for various organization units such as departments, Divisions, sub-Divisions, Units, B533costcentres.
	System MUST have an ability to multiple organizations (subsidiaries) Hierarchies
	System MUST have a functionality to modify the organization structures as and when required and maintain the history of all such changes.
	System MUST have an ability to have position-based organizations.
	System MUST have a functionality to assign managers to various Organizations and view the managers and sub-ordinates reporting to them.
	System MUST have an ability to view positions linked to various Organizations.
	System MUST have provision to define various divisions at various locations.

	The system must be able to define, develop, analyze/ evaluate and store job descriptions, skills and qualifications required for each position.
	Job forms will include breakdown of approved jobs or staff establishment, (total number, vacant, occupied, blocked, etc.).
	The system MUST be able to identify jobs and positions uniquely.
	The system MUST be able to maintain history of changes done to the position details
	Ability to show all vacant and occupied positions & jobs (staff in post).
	Allow job rotation
	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.
	Ability to link rewards and salary scales with employees' position grading.
	Ability to integrate staff costs with the budget module
	The system must have the ability to maintain changes in employee position and jobs details such as:
	<ul style="list-style-type: none"> • Position and job Transfer • Position and job Status • Position and job Description • Position and job History
	The system should allow for changes in position title.
	The system should allow for upgrading a position.
	The system should allow for downgrading a position.
	The system should allow for removing or returning a position.
	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.
	The system should allow for addition, removal or amendment of types of employment
	Ability to create grading levels (managerial, technical and support) and flexibility to adding new levels.
	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
Reporting Requirements for Organizational Structure	
	Ability to generate multiple statistical reports for all positions & jobs within the Organization
	The system MUST produce the following reports:
	<ul style="list-style-type: none"> • 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.

Recruitment and selection

Ability to create and develop employee requisitions/vacancies.
Ability to receive applications during online recruitments and serialized
Ability to allow for information drawn from physical applications to be inputted into the system during recruitments
Ability to accept both internal and external applications.
Ability to screen and select candidates.
Ability to track candidates and recruiter in the placement process.
Ability to manage pre-placement verification, which includes salary authorization.
Ability to advertise vacancies internally (self-service)
Alert the HHRA and the HODs on overdue vacant positions
The system SHOULD enable candidates to apply for available vacancies and allow only those who meet the minimum requirements.
Ability to generate a long list as per the job criteria e.g. experience, technical, academic and competence qualifications.
Ability to capture interviewer notes and feedback.
System MUST have an inbuilt vacancy approval process/workflow.
System must have a recruitment and selection workflow that covers the process from vacancy creation to defining a new employee.
Ability to track recruitment process and produce reports for management (e.g. recruitment costs, time taken to fill a position, status of the process, etc.).
Ability to generate resumes from candidate input details.
Ability to upload and share candidate documents (e.g. certificates, CV, etc.).
Ability to verify budget prior to recruitment drive.
Ability to generate offer letters, appointment letters, etc. Ability to send an offer letter electronically or as a print out.
Ability to generate regret letters.
Ability to hire staff on contract for a specified period.
Ability to hire temporary staff and/or interns for a specified period.
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.
When employees are rehired, the system should link all previous employment information to the new record.
The system SHOULD have recruitment planning mechanism to capture recruitment plans online
The system MUST be able to track the requisitions for vacancies for a particular job, grade, location or position
Ability to schedule interviews
Ability to track interview results
The requisition form should be flexible to change according to requirements
Ability to register the employment contract, renewal and termination
The system must have the ability to provide an interface for customizing recruitment letters

Ability to implement a specified probation period for newly hired employees
Reporting Requirements for Recruitment and selection
Ability to generate the following reports:
<ul style="list-style-type: none"> 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
Staff orientation / induction
Should be able to develop induction program within the system with input from HR and user departments.
Ability to allocate employee compensation and benefits (NHIF, NSSF, club membership, advances, loans, etc.).
Ability to confirm/reject new employee after completion of probation period or extend probation period.
At a minimum, the following employee master details must be captured:
<ul style="list-style-type: none"> 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 Dependents: 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
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.
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.
The system must allow the user to view and update information on beneficiary and dependents subject to verification and approval.
The system SHOULD have storage repository for certification and other relevant documents for employees
The system SHOULD alert new employees to participate in the induction program coordinated by HR.
The System SHOULD allow grouping of employees based on various aspects such as department/Division and grades
The system MUST be able to store working hour's details, work frequency and normal timings for the employee.
Employee Management
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.
The system must be able to manage staff transfers, acting appointments, relocations, promotions and demotions and track such movements.
The system should be able to address acting appointments. It should be able to capture under an employee's profile:
• The event of acting appointment
• Position
• Start and end dates of the appointments
• Benefits applicable
Embed a workflow that supports Employee transfers including acting Appointments
Provision for uploading and attaching documents to an employee's profile such as scanned transfer letters, etc.
Maintain a history of Employee transfers taken and support the ability to profile the same employee
Employee transfers module should be interfaced with payroll processing component
Provision for managing employee disciplinary actions
Embed a workflow that supports the disciplinary process (disciplinary module)
Provision for uploading and attaching documents to an employee's profile such as scanned warning letters, certificates, commendations, etc.
Maintain a history of disciplinary action taken against an employee and support the ability to profile the same employee

	Disciplinary module should be interfaced with payroll processing component
	Disciplinary module should integrate with the personal development, training and separation modules
	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
Reporting Requirements Employee Management	
	Ability to generate the following reports:
	<ul style="list-style-type: none"> Employee details by department, location, positions, jobs, grades, payroll, Allowances, date of birth, ID/Passport number, date of employment, personal number, next of kin, beneficiaries, health conditions if any, 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
	Skill set and competencies status: to list per employee the professional qualifications, academic qualifications, learning / development map, job requirements.
Performance management	
	System MUST have an inbuilt performance appraisal process/workflow.



Ability to support the 360 degrees appraisal system with the ability to be configured to any other system such as the balanced scorecard.
Ability to define various objectives associated with performance management.
Ability to define and amend KPI's associated with the objectives defined subjected to a workflow approval.
The 360 degrees appraisal system and KPI's must be amendable for different categories of employees.
The system must enable calculations for the KPIs against predefined rules to arrive at the performance measurement.
Ability to monitor and manage performance contract deliverables.
Ability to capture performance requirements per position: qualification requirements, personal attributes, education, experience, skills, etc.
Ability to receive periodic (e.g. quarterly) appraisal reviews/results from various Divisions online.
Ability to send employees / special groups performance appraisal report on the system.
Ability to track performance appraisal results over a period of time per employee, special group, department, etc.
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.
Support the associating of evidence to performance KPI's.
Extraction of performance data to (excel, MS word, pdf etc.) per employee and per department and Divisions.
The system should support self-appraisal.
Assessment of self-appraisals for annual or periodic appraisal process MUST be possible for the managers.
Support electronic signoffs between the appraised and appraiser and other relevant officials.
The system should allow the salary adjustment as defined in the salary progression matrix.
The system must allow the employee to receive performance feedback from their supervisor/manager.
The system must allow KPI tracking and management dashboards.
A workflow must be present for issuing a performance rating to an employee.
Reporting Requirements for Performance management
The ability to generate the following reports:
• Performance reporting per individual.
• Performance reporting by position.
• Performance reporting by department / special group.
• Monthly/Quarterly/Annual performance reports per employee/ department
Training Management
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.
Ability to identify and evaluate training needs based on the performance appraisal.
Capturing of training request submissions from user departments.
Ability to create a list of training providers and their details.
Ability to create a training plan, manage and update training plan.
Ability to create a short-list of candidates for training and compare them against the training selection criteria (e.g. competency-based selection).
The system must have an approval/rejection process for a training request.
Ability to create, manage and update an employee's personal development plan.
Ability to capture information on trainings attended by an employee.
Ability to capture/receive training and development requests from other departments.
Ability to maintain historical data on all information captured e.g. trainees, trainers, vendors, training requirements, attendance, training record, performance, cost etc.
Ability to create (define) training selection criteria and maintain historically (e.g. competencies-based criteria.).
Ability to allocate roles to different personnel in the training development process.
Ability to interface the training request process with financial system e.g. raising invoice, LSO.
Ability to track the status of a training request from requisition through planning to delivery and completion by trainees.
Centralized cataloguing and tracking of training courses
Ability to design, create and deliver online training programs for new staff as part of induction (modules and tests).
The system should have provision for setting the maximum number of trainings and cost a single employee can receive in one financial year.
The system should have functionality to restrict an employee from registering the same training course more than once after successfully undertaking the course
The system MUST facilitate development of a training calendar specific to departments within the company, jobs skills requirements, technical aspects and publish the calendar
The system SHOULD be able to generate training requirements-based performance appraisal
Ability to monitor effectiveness of the training offered

Reporting Requirements for Training Management

Ability to generate the following reports pertaining to training:
<ul style="list-style-type: none"> • 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
• Total training costs over a particular period
Training Attendance (E-Learning / Staff Induction)
The system should be able to present to employees a list of approved courses from which to choose from
The system MUST facilitate the enrolment for training courses
The system MUST enable the users to maintain a history of the courses attended, status of registrations and passes/fails
The system must be able to track enrolment and maintain enrolment status for all courses
If registrations are received beyond the maximum capacity of the course, the system must be able to keep a waiting list for that course
Ability to send reminders and notifications to employees on upcoming courses which they have registered for
Ability to capture training evaluation and feedback by attendees so as to determine the success of the training delivered
Ability to record skills gained by the trainee after attendance of the training
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
The system must be able to track on number of hours of training an employee has attended for each course
Leave Management
The system MUST automate the leave application process by enabling end-to-end online leave management
The system must embed a workflow for leave management that can capture comments and approvals related to the task depending on its requirements
Ability to accrue leave days at a configurable rate.
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
Ability to deduct leave days.
Ability to suspend leave subject to approval by Head of Department
Capability to track and extract a history of the leave management data of an employee
Calculation of leave balances and how much they are worth
The system must be able to carry forward leave balances as per HR policy and Kenya Statutory laws

Interfaced with payroll component of the HRMS so as to support the conversion of leave balances to payment (during separation only)
Should enable users to perform online leave planning on a Financial Year based system and submission of the same into the leave approval workflow or save plans as draft
Provide alerts and notifications to users and relevant authority on leave anniversary, public holidays, etc.
The system should provide for Public holidays
Enable one to apply for different types of leave including:
• Maternity
• Study
• Paternity
• Compassionate
• Annual
• Compulsory
• Terminal
• Sick
• Unpaid
The system must allow initiation of sick leave on behalf of the employee application by HR personnel
At a minimum, the following details on leave application must be captured:
• 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
The system MUST have the provision to access leave information online.
The system MUST have a facility to keep a track of number of days of leaves taken, for the various categories of leave
The system MUST have a facility for the supervisors or the HR users to approve or reject the leave applied by the employees
Reporting Requirements for Leave Management
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.



Employee separation

A workflow must be present for NACADA to initiate the separation of an employee in the event that it is a dismissal and capture comments where necessary
A workflow must be present for processing a request for separation from an employee and capture comments where necessary
A workflow must be present for processing a request for separation through an employee retirement, and demise and capture comments where necessary
The system should store the notice period details of all employees
Employees clearance form should be accessible online
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 NACADA Property)
- Pay in lieu of notice
- Signoff requirements with relevant personnel, departments or Divisions
Electronic signoff of clearance form between user and relevant personnel and capture comments
Integration with compensation module, loans, mortgages, etc.
Maintain employee exit interview information
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
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.
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.
The System MUST allow for terminating the employee record at the conclusion of the employment period without deletion.

Reporting Requirement for Employee separation

The system should have the following reports:
<ul style="list-style-type: none"> 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)
Compensation and Benefits Management (Payroll)
The system should enable compensation planning.
The system must provide a workflow for approval or updating of all compensation related configuration data.
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.
Must be able to capture Employers' Contribution to Registered or Unregistered Pension Scheme or Provident Fund.
Must be able to capture Employees' Contribution to Registered or Unregistered Pension Scheme or Provident Fund.
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.
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
Should enable computation of employee costs per employees, Division or Department.
Must interface with the financial system / accounting module chart of accounts so as to allocate staff costs to the relevant cost/profit centers.
Generation of tax returns (P9 forms) in batch or on singular basis.
The system must be able to perform salary transfers / Payments.
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.
The system must be able to define categories of benefits and assign employees to benefit categories based on an eligibility criterion (i.e. one-off payments, periodic, recurring, etc.).
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.
Ability to compute employee salary increment based on salary progression matrix.
The system must be able to compute salaries in Kenya Shilling.
The system must be able to compute salaries in Foreign Currency.
The system should enable attaching or referencing of documentation related to employee compensations e.g. garnishment letters, etc.
Staff must be able to view their pay information online.
Provision to enable application for loans and salary advances and facilitate approval of the same through a workflow.
Provision for Alerts when the employee's deductions reach a set threshold – 1/3 of monthly pay.



Provision to Alerts employee and the HHRA 3 months before the end of the contract
The system must be compliant to the legal requirements in Kenya regarding employee compensation earning and deductions. Ability to process partial deductions if an employee's pay are insufficient to cover the deduction.
Ability to compute associated employee taxes while taking into consideration the employee's benefits.
Ability to facilitate payroll planning and calculations.
Ability to compute gratuity on a monthly / accrued basis as well as compute associated employee taxes the employee's benefits.
Ability to make payment of gratuities as per the CBK regulation on the last month of the contract
Ability to pay mass salary changes retroactively and with different options.
The system must be able to address payments/deductions missed out in the past either to a single employee or a group of employees.
The system must be able to record loans/advances to the employee under the employee's profile.
The system must correctly recover loans / salaries advanced to the employee.
The system must be able to post the recovered amounts correctly to the financial system.
All compensation and benefits must be formula driven / criteria based. The systems MUST NOT allow arbitrary allocation of compensation/benefits to an employee.
The system must have robust security features that will protect sensitive salary related information from unauthorized users.
The system should support multiple payroll cycles
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.
Provision for having different payrolls to cater for:
• Board Members
• Contract employees
• Casual employees/Consultant
• Employees on Secondment/deployment
• Interns/attachment
They system must have flexibility for configuring earnings and deductions so as to capture all earnings and deductions applicable at NACADA.
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.
The system must offer functionality to make corrections to a payroll already processed.
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.
The system should maintain a history of all payroll runs and all their information (payments made and costings generated).

<p>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.</p>
<p>Reporting Requirements for Compensation and Benefits Management (payroll)</p>
<p>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:</p> <ul style="list-style-type: none"> • Automatic generation of pay slips in softcopy that will be sent to employees by email in a read only 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
<p>Awards</p>
<p>The HR system SHOULD have a provision to develop and manage awards /rewards, recognition, and incentive / motivation programs.</p>
<p>The system SHOULD facilitate tracking and recognition of service awards such as gifts, certificates.</p>
<p>The system SHOULD be able to store all the employee related awards history.</p>
<p>The system SHOULD have a provision of reflecting awards related information to an employee's performance.</p>
<p>Reporting Requirements for Awards</p>
<p>The ability to generate reports pertaining to awards:</p> <ul style="list-style-type: none"> • Awards issued per period.



• Awards issued per employee.
• Incentives provided per period.
• Incentives provided per employee.
• Listing of awards type
• Listing of incentive type.
• The system SHOULD facilitate reporting of service awards such as gifts, certificates.
Self – Service
Employee Self – Service
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.
The system MUST enable the users to view their pay slips and P9 on-line for all the processed payrolls.
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
The system MUST have a facility for the users to upload maintain their beneficiary details and dependents information
The system MUST facilitate the users to maintain their emergency / next of kin contact details. Subject to verification and approval
The system MUST have the leave request functionality, which would enable the users to apply for leave.
The system MUST be able to display the leave balances, leaves taken and eligible leaves for the users.
Allow employees to update their training information.
Manager Self – Service
Line managers MUST have an access to search and view information pertaining to their team members.
A supervisor MUST have access to view his/her team members' employment as well as applicant history.
Supervisors MUST have access to view the team members' leave requests and Approve/reject those
Manager MUST be able to view absence history for his/her entire team.
Manager MUST be able to update their Divisional/Departmental calendar of events to the institutional annual calendar
Institutional Calendar
The system should incorporate online annual institutional calendar preparation functionality and should be able to cover all Divisions/Departments programmatic Calendar
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.



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
The system must have a workflow approval for creating, uploading and updating the organization's annual calendar.
Reporting Requirements for Institutional Calendar
Dynamic reports with the provision for a drill-down capability.
Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools
Reports with the following parameters
• Notifications on due date
• Notifications on due date
• Calendar by due date
• Calendar by completed activities
• Calendar by pending activities
• Calendar by Division/department
Loans and advances
Staff must be able to fill loan application form online through the self-service module for the different types of loans and advances:
• Salary advance
• Mortgage/ Car Loan
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
The system must capture the loan/advance against the employee's compensation and benefits profile
The system must interface with the payroll component so as to correctly record issued loans, recovered loans/advances.
The system must not allow for issuance of loans/advances that violate the statutory guidance on employee deductions in Kenya
Reporting Requirements for Loans and advances
Production of the various Payroll forms/reports including:
• 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)

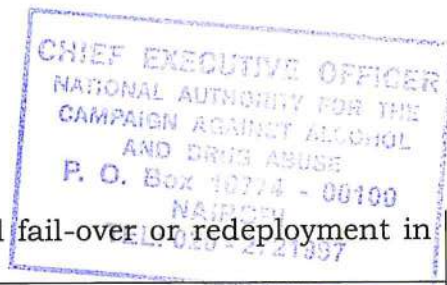
SYSTEM ADMINISTRATION REQUIREMENTS	
System Administration	
	The System MUST have ability to provide adequate audit trails that can be reviewed for information. These records MUST be non – editable and be secured from unauthorized access.
	Electronic records MUST maintain the old and new values to the change and the transaction used to generate the record.
	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.
	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.
	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.
	The system MUST allow administrator to export logs on various formats for further offline analysis.
System Access	
	The System MUST have a robust security active directory integrated administration and authorization profiles that assure system access.
	The system user and security administration functions MUST provide necessary controls to ensure that not more than one individual can access the system or perform specific operations
	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.
	The system MUST record changes to authorization profiles.
	The system MUST facilitate archival of documents from the ERP System to a Separate repository and MUST be accessible.
	Access to archived records MUST be secured using standard authorization profiles.
	System MUST prohibit multiple users from updating the same record simultaneously.
	The number of failed attempts allowed MUST be configurable
	The system MUST have features that prevent the user from further access when the SET number of failed attempts is exceeded
	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.
The system MUST have the ability to log out the user automatically after a specified period of an idle session.
The “profiles” user defined or system defined MUST be maintained at different levels for better security usage.
The system MUST have the ability to support single sign-on.
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.
The user MUST be able to access a single or multiple menus / modules in the system as granted by the system administrator.
The system MUST have facility to run an individual job schedule request / group of job schedule requests.
The system MUST have facility to create a group of job schedule requests that would be accessible to a single or group of users.
The system should have the facility to create user defined menus and attach different business functions to it.
The system MUST provide default data groups or user defined data groups to enable access to different business data in the system.
The system MUST have an inbuilt System Administrator Role with the ability to monitor all the requests submitted in the system.
The system MUST have the flexibility to create user defined responsibilities / profiles to which different requests / functions / reports can be attached.
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
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
Data masking/encryption of sensitive data MUST be supported
The system MUST support digital signatures
User Interface
The system MUST provide an intuitive, user-friendly, and easy – to – use interface that minimizes the need for training.
The system SHOULD have a common look and feel across all modules.
Online help MUST be available for all modules.
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”.
The system SHOULD provide quick menus (favorites) which would be helpful to store the most used menu for a user.
The language of the system and all its components MUST be English.
Date and Time Stamping (Audit Trails)
The system MUST automatically generate all records and logs when creating, modifying, or deleting data.



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	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.
System Flexibility	
	All records generated by the system MUST be accurate, complete, and presented in a readable format.
	The system MUST support open systems interfaces with complementary software partners.
	The system MUST be available in mobile and must be operating system independent.
	The system MUST support Graphical User Interface (GUI) input and output screen design.
	The system MUST support web-based architecture.
	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.
	The System MUST be scalable
	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).
	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.
	The system MUST be a complete, fully developed, integrated and operationally proven system offering unsurpassed reliability.
	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.
Output Controls	
	The system MUST ensure that the processed data is provided to users in a consistent and secure manner.
Multiple Environments	
	In addition to the production environment, the system MUST support independent copies for training, development, and test.
	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.
System Performance	
	The system MUST be responsive and available. Any volume processing MUST not interfere with online responsiveness or availability.
Disaster Recovery	
	Bidders MUST propose a number of disaster recovery configurations and should indicate the level of protection offered by each alternative.



	The system MUST support replication and rapid fail-over or redeployment in the event of problems or planned maintenance.
Reporting	
	The system MUST include comprehensive reporting tools that allow for easy access to authorized data.
	Standard reports SHOULD be included that will serve as models for customized reporting as well as provide for basic functional reports.
	Report wizards or similar techniques SHOULD be available to guide users through report creation.
	The system MUST be designed such that reporting activities do not compromise the responsiveness of the interactive system.
	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.
	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.
Data Migration Requirements	
	The system MUST have capability for data conversion.
	The system MUST have exception reports to capture items not converted automatically during data conversion.
	The system MUST have functionality for methods to verify conversion, e.g. file comparisons, balance / totals / count comparisons.
	The system MUST have Parameters for successful conversion, e.g. Percentages consistency.
	The System MUST have capability for scheduling and sequencing of tasks.
	The Bidder MUST provide in the Technical proposal, sufficient details covering the data conversion approach to be adopted to ensure sound data migration:
	<ul style="list-style-type: none"> • Database analysis
	<ul style="list-style-type: none"> • Data mapping.
	<ul style="list-style-type: none"> • Post - conversion clean up.
	<ul style="list-style-type: none"> • Conversion coding development.
	<ul style="list-style-type: none"> • Data integrity checking and audit methodology.
Business Value Enhancements Requirements	
	The Vendor MUST work with the relevant user departments / Divisions to identify all business requirements
	The vendor MUST provide services to implement “best practice” business processes associated with the supplied systems.
	The vendor MUST provide “best practice” business process documentation for business processes associated with the supplied systems.
	The bidder MUST describe how they will assist the organization in maximizing the business value out of the supplied systems.
	The vendor must describe a detailed methodology for undertaking business process improvement activities and execute business process improvement activities
	The vendor should highlight experience of the firm for delivering the following

services:

- 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.

Integration Requirements

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.

The vendor must implement all integration requirements identified as a result of the integration review workshop.

Bidders MUST describe their interface development process.

Vendors MUST implement an interface management methodology and process, that will assist NACADA maintain the interfaces in the future.

Vendors MUST implement operational processes for the monitoring and management of points of systems integration.

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:

- Providing in-house maintenance and support to the Interface
- Development of interfaces

The vendor must supply all documentation, manuals and guides necessary for maintaining the integration platform

The system MUST support modern “best business practices”, with data located in one integrated system and a centralized location, shared across NACADA’s departments. The system MUST support enterprise-wide business processes with a goal of eliminating multiple handling of data and increasing accuracy.

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.

Documentation Standards

All project documentations (softcopy and hardcopy) MUST be handed over by the **vendor and will be considered FINAL once approved by NACADA ERP Core Team.**

The documentation provided should be done at all the phases of the implementation

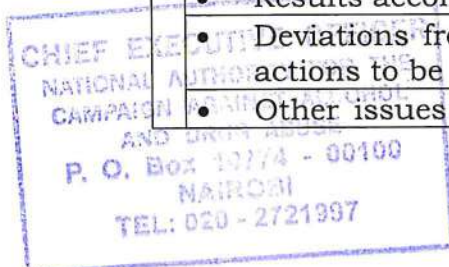
All project documentation versions MUST be controlled by the use of a Project Library directory. All relevant documentation MUST be handed over to NACADA after the project implementation.

All documents MUST be submitted in English language, including user manuals.

The following project documentation, among others, MUST be provided:	
• Requirements and Business Process documents including customization, modification or extensions Solution document, Architecture and design document,	
• Data Migration Strategy (to be reviewed by the NACADA ERP Core Team and amended as appropriate)	
• Testing Strategy (to be reviewed by the NACADA 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.	
Training and Knowledge Transfer	
The Bidder MUST provide information on the types of training to be offered for super users, end users IT personnel, among others.	
The information provided should include:	
• - 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.)	
The bidder MUST provide Knowledge Transfer Plan. The approach MUST cover the following:	
Functional Area: by which the key-users MUST be able to configure, setup, and handle any new requirements after the implementation. This will allow NACADA to continue with process improvement exercises after the completion of the implementation.	
Assistance and guidance with development of the business rules and applying them to the software.	
Fit and gap analysis and systems analysis.	
Technical Area: by which the IT personnel of NACADA 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.	
The knowledge transfer plan MUST include a component where NACADA's staff is involved in all phases of the project's design, development, implementation and support.	
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.
The bidder MUST provide a list of expected training documents and material to be delivered during the project.
Testing and Acceptance
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.
The vendor must participate in the User Acceptance Testing processes and be available for consultation during this process.
The vendor must implement results of all test activities conducted during the project
The Vendor MUST designs, develop, manage and conduct Integration System Testing (IST). The scope and results of this testing must be presented to NACADA's ERP Core Team for approval.
The Vendor MUST design, develops, manage and conduct Performance and Volume Testing. The scope and results of this testing must be presented to NACADA ERP Core Team and Management for Approval
The Vendor MUST provide test reports on all conducted tests.
The Vendor MUST design, develop and conduct regression testing following the correction of problems identified during the testing cycle.
Implementation Schedule and Location
The Implementation schedule should be no more than 6 months, addressing the following requirements, among others:
<ul style="list-style-type: none"> • Project organization and management plan • Full customization, implementation and commissioning of the ERP System. • Regular updates to the NACADA'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 NACADA 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
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:
Updates to the NACADA ERP Core Team and Management summarizing:
<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Actions that should be undertaken by NACADA 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
	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.

Hardware and Operating System Requirements

	The bidder MUST indicate whether the system will work optimally in a Virtual Environment running VMware and Windows Server operating systems.
	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: <ul style="list-style-type: none"> • 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.
	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
	The Vendor MUST ensure that the implementation is secure and reliable for access to the implemented solution.
	The Bidder MUST propose the optimal connectivity required for the solution within a WAN environment while utilizing the NACADA's current infrastructure. The Bidder MUST also recommend any additional optional bandwidth and security requirements to the existing infrastructure.

Warranty, Post implementation and Annual Maintenance Support

	The Bidder MUST describe the approach and plan to provide on-site support for three months.
	The Bidder MUST describe the services and activities that will be provided during the nine months off-site support.
	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 NACADA. (The SLA must clearly describe Warranty and Licensing mechanism and mode and currency of payment).
	Clearly indicate the channel of communication between the vendor and the NACADA
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) REQUIREMENTS	
Regional Barcoding / OCR and Follow Fields	
	Sections on any page can be assigned to capture as OCR or barcode fields.
	"Follow fields" functionality shows relevant section of document enlarged for each field when indexing.
	"Quick Find OCR" allows users to draw round the required index field content on the document
Revisions	
	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.
	Full Audit history of actions performed on documents, and by whom, such as when documents have been scanned, e-mailed, annotated, indexed, edited, etc.
Save as	
	Documents (or pages of image type files) from within The EDMS Document Management can be saved to any volume on the network.
	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.
Scan drivers	
	TWAIN drivers supported.
Scanning paper documents	
	Uses the EDMS Document Management interface
	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
	Access to all functions of chosen scanner (native Interface)
	Scan directly to other user in-trays or a user's own in-tray folder
	Can be used just as a scanning tool to save documents elsewhere
SIMPLE Scan (TWAIN ONLY)	
	Select multi-page / single page
	Choose filename
	Save as most image types Inc. JPEG, TIFF (various), PDF,
	Scan more (auto append).
Advanced Scan Panel (TWAIN)	
	Scan profiles can be set up for different types of scanning jobs. Options offered (in addition to simple scan) include:
	Take specified number of pages from ADF allowing document grouping.
	Numbered pages
	Document orientation choices



Drop blank pages or pages smaller than ...KB
Auto Correct (module required)
Separate by Blank Sheet Barcode and / or OCR values (modules required)
Separate by looking for a BLACK DOT on a predefined area on the documents.
Automatic OCR documents: assign document recognition: (module req.)
Auto Imprint numbers from selected number groups
Choose filename inc. option to stamp an auto date, time or specified numeric patters
Set SCAN PAGE counter
Profile summary
Import / Export profiles easily between work stations
Multiple scanners can scan into one shared in-tray.
Search Capability
Index search
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
OCR Search
Search OCR text in document and its attachments, including ALL words, ANY words, Whole words, and Exact Phrase.
Further Search
Search by system flags, Email header info, actioned by, workflow status, file name or any part of
General
Further Filter by a selected date range (system entered or last modified).
Save searches for future use.
Option to Automatically open results or show all index fields for multiple cabinet searches
CABINET Search
All documents in a cabinet plus pre-defined or customized filters
Pre-defined, including all checked-out and locked documents. All items overdue or in a workflow.
All deleted documents
Word Search
Quickly locate a word or phrase in any OCR'd document and all its attachments
View the relevant document or attachment image and move through each occurrence of the selected word / phrase.
Send to
Allows documents to be sent within The EDMS from one user to another. Indexed documents will be sent as copies.
System Reports
Standard and customized reports available
Thumbnail caching
Thumbnails cached on local system for quicker access.
Thumbnails automatically created/re-created when required.

Total current documents / pages
Shows the total number of documents in an Inbox/cabinet, and pages of selected documents.
User Interface & Viewing options
Easy to use, intuitive screens.
Customizable and pre-definable Quick Access Toolbar.
View documents as list files, thumbnails (variable size) or images.
Work with Multiple Tabs for more versatile use.
Thumbnail views: multi-page files are initially displayed as one thumbnail detailing the total number of pages.
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.
Move order of columns, hide/reveal columns, retains column widths.
Specify up to 3 sort orders on columns.
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.
Option to view PDF documents using built-in viewer or Adobe Acrobat viewer.
Documents of different file types can be grouped together as attached documents.
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.
Full screen image view with continued page / file selection.
Split image allows list or thumb view plus resizable image view.
Visual indication of document status in all views.
Customizable list view columns for each cabinet and each user's own inbox.
Progress indication of time-consuming operations with Cancel button where applicable.
User messaging
internal messaging system for The EDMS Document Management users, incorporating a history of messages sent and received.
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.
Reply to or forward messages received
ADDITIONAL MODULES
Web Module
Provides external access to The EDMS Document Management data over the Internet, or via an internal intranet
Upload new files and search for existing files from any PC with internet access, even without The EDMS Document Management installed on that PC.

Workflow	
Enables documents to be routed to specific users in predefined order for specific tasks to be performed (e.g. invoice approval)	
Documents can be automatically assigned to a Workflow when indexed or when a new document is created by the EDMS.	
Set up unlimited Workflow Processes	
Route documents to individual / multiple or selected users	
Set time scales before alerting users.	
Set time limits to tasks	
Assign a 'Workflow Manager' who will be notified when items are overdue allowing appropriate action to be taken	
All system tools available for use in 'Workflow'	
Each document displays the stage reached including the 'assigned user'	
Full Workflow History available to selected users	
Workflows with unfinished tasks cannot be deleted	
Workflow Manager can cancel tasks	
Advanced OCR	
Enables the creation of unlimited advanced OCR profiles as well as providing automatic document recognition. This includes automatic filing to a selected Cabinet	
Comprehensive Correction Tool for OCR	
Barcode Module	
Includes one barcode license	
Automatically indexes by barcode contents.	
11 barcode types supported plus variations.	
Barcodes can be created and "burned" into documents.	
Created barcodes are stored in the database for re-use.	
Email Notification Module	
Sends all The EDMS system messages as email notifications to users when they are not logged into the EDMS.	
Server OCR Module	
Groups OCR tasks to be performed by the server at scheduled times	
Generic CSV Module	
Enables documents and index details to be imported into The EDMS	
Backup Scheduling Module	
Performs scheduled The EDMS backups.	
CSV/XML Import Module	
Enables CSV or XML data to be imported & filed into The EDMS whilst creating an image (includes 2 days customization)	
The EDMS API	
Unlimited license to develop your own code to access The EDMS data	
The EDMS Web Service API	
Unlimited license to use the Web Service to develop your own web-based code to access The EDMS data via the web server	



Document Retention Module	
	Set dates for automatic destruction of documents
MIS Helpdesk	
	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
	The staff once they have any ICT issue, they will fill the ICT Helpdesk request form.
	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.
	The staff will keep track of the issue in the request status form
	The ICT staff will assign the request to one of the ICT staff to deal with the issue
	The ICT staff will get the request and be able to act on the issue.
	The ICT staff will assign the request to one of the ICT staff to deal with the issue.
	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.
	The technical ICT staff will add remarks then send for user to make remarks.
	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
	ICT will close the request once the staff who sent the issue is fully satisfied the issue was solved.
	All closed issues will be in the Request history form
	Be able to print out report of how many tickets are Pending, waiting, bleaching SLA and closed.

Training of staff

Before commissioning and handing over of the project, the consultant will be required to train all the officers involved in the handling (users) of the ERP System as well as the Administrator of the system. Similarly, the consultant will be training officers at every module before going live.

Reports and Time Schedule

The consultant will be required to submit the inception report in two weeks from the day of the meeting with the project implementation committee. Subsequently, the consultant will be submitting draft reports at the completion of every module, then the final report to be submitted at the commissioning stage.

Data Services, Personnel and Facilities to be provided by the Client

NACADA will provide the consultant with any information and support required. It will also form a project implementation committee that will help and oversee the project to its completion.

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CHIEF EXECUTIVE OFFICER
NATIONAL AUTHORITY FOR THE
CAMPAIGN AGAINST ALCOHOL
AND DRUG ABUSE 107
P. O. Box 10774 - 00100
NAIROBI
TEL: 020 - 2721997



Terms of Payment

Since the project is a multi-year, the payment will be pro-rated to a two-year plan and the Percent payment will be as follows subject to negotiation with the winning Consultant;

- First Payment of 20% will be on acceptance of an Inception reports and Project Implementation blueprint;
- Subsequent Payments will be based on modular approach upon going live on each module;
- Final Payment will be on commissioning and submission of the training report and handover of the System.
- The currency to be used will be Kenya Shilling.

Key Personnel

The expert required are; ICT, Human Resource, Finance or Accountant, Procurement and A project manager with ICT background.

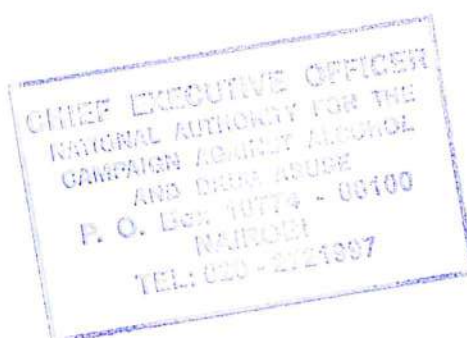
Performance Contract

The Successful Consultant will be required to provide a performance security of 10% of the Contract amount before signing the contract within a period of 21 days from date of Notification.

Service Level Agreement

The Successful Consultant after commissioning of the ERP system will Sign a Service Level Agreement which will include but not limited to; Renewal of User licenses, Maintenance of the ERP System, Continuous Training of the Users, continuous one on one User Support and Incorporation of Omitted Functionalities in the System

The Consultant who will qualify for award will be invited for a demonstration to prove the understanding of the assignment as well as the methodology to be used before the Award of the contract.





I. FORM OF CONTRACT

Large Assignments (Lump-Sum Payments)

This Agreement (hereinafter called the "Contract") is made the _____ day of the month of _____ [month], [year], between _____, [name of client] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the "Client") of the one part AND

_____ [name of consultant] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the "Consultant") of the other part.

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Consultant, having presented to the Client that he has the required professional skills and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The following Appendices: [**Note:** If any of these Appendices are not used, they should be deleted from the list]
 - Appendix A: Description of the Services
 - Appendix B: Reporting Requirements
 - Appendix C: Key Personnel and Sub consultants
 - Appendix D: Breakdown of Contract Price in Foreign Currency
 - Appendix E: Breakdown of Contract Price in Local Currency
 - Appendix F: Services and Facilities Provided by the Client



(v)

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:

- (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of _____ [name of client]

[full name of Client's
authorised representative] _____

[title] _____

[signature] _____

[date] _____

For and on behalf of _____ [name of consultant]

[full name of Consultant's
authorized representative] _____

[title] _____

[signature] _____

[date] _____



II. GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following

terms

whenever used in this Contract shall have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Republic of Kenya as they may be issued and in force from time to time;
- (b) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached together with all the documents listed in Clause 1 of such signed Contract;
- (c) “Contract Price” means the price to be paid for the performance of the Services in accordance with Clause 6 here below;
- (d) “Foreign Currency” means any currency other than the Kenya Shilling;
- (e) “GC” means these General Conditions of Contract;
- (f) “Government” means the Government of the Republic of Kenya;
- (g) “Local Currency” means the Kenya Shilling;
- (h) “Member”, in case the Consultant consists of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract;
- (i) “Party” means the Client or the Consultant, as the case may be and “Parties” means both of them;





- (j) "Personnel" means persons hired by the Consultant or by any Sub consultant as employees and assigned to the performance of the Services or any part thereof;
- (k) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented;
- (l) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and
- (m) "Sub consultant" means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clauses 3 and 4.

1.2 Law Governing the Contract

This Contract, its meaning and interpretation and the relationship between the Parties shall be governed by the Laws of Kenya.

1.3 Language

This Contract has been executed in English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

1.5 Location

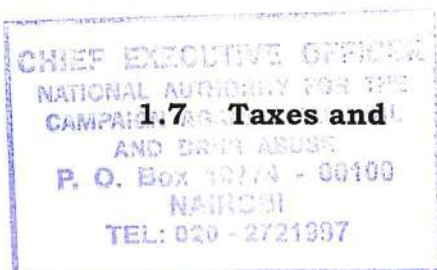
The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Kenya or elsewhere, as the Client may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.

1.7 Taxes and

The Consultant, Sub consultant[s] and their personnel



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Duties

shall pay such taxes, duties, fees and other impositions as may be levied under the Laws of Kenya, the amount of which is deemed to have been included in the Contract Price.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective or at such other date as may be specified in the SC.

2.3 Expiration of Contract

Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate at the end of such time period, after the Effective Date, as is specified in the SC.

2.4 Modification

Modification of the terms and Conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties.

2.5 Force Majeure

2.5.1 Definition

for the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach under

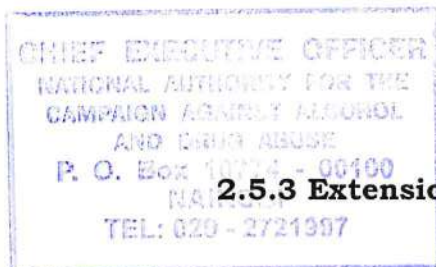
The failure of a Party to fulfill any of its obligations

of Contract

the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension

Any period within which a Party shall, pursuant to this





Of Time Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments During the period of his inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by him during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the than Client

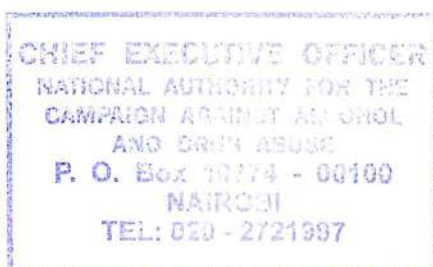
The Client may terminate this Contract by not less than thirty (30) days' written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in this Clause;

- (a) if the Consultant does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- (b) if the Consultant becomes insolvent or bankrupt;
- (c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Consultant, in the judgement of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause;

“corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the selection process or in Contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of Contract to the detriment of the Client, and includes collusive practice among



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consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

- (e) if the Client in his sole discretion decides to terminate this Contract.

2.6.2 By the
not less

The Consultant may terminate this Contract by

Consultant than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the following events;

- (a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within sixty (60) days after receiving written notice from the Consultant that such payment is overdue; or
- (b) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment upon Termination Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable costs incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and



safeguard the Client's legitimate interests in any dealing with Sub consultants or third parties.

1.2 Conflict of Interests

3.2.1 Consultant (i)
Not to
sole
Benefit from
Contract or
Commissions,
accept
Discounts,
Etc.
with

The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's remuneration in connection with this the Services and the Consultant shall not for his own benefit any trade commission, discount or similar payment in connection

activities pursuant to this Contract or to the Services or in the discharge of his obligations under the Contract and the Consultant shall use his best efforts to ensure that his personnel, any sub consultant[s] and agents of either of them similarly shall not receive any such additional remuneration.

(ii) For a period of two years after the expiration of this Contract, the Consultant shall not engage and shall cause his personnel as well as his sub consultant[s] and his/their personnel not to engage in the activity of a purchaser (directly or indirectly) of the assets on which he advised the Client on this Contract nor shall he engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets.

(iii) Where the Consultant as part of the Services has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant will comply with any applicable procurement guidelines and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Client.

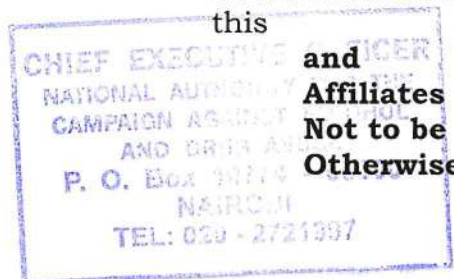
3.2.2 Consultant
this

and
Affiliates
Not to be
Otherwise

The Consultant agrees that, during the term of

Contract and after its termination, the Consultant and his affiliates, as well as any Subconsultant and any of his affiliates, shall be disqualified from providing goods, works or services (other than the

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**Interested in
Project**

Services and any continuation thereof) for any project resulting from or closely related to the Services.

**3.2.3 Prohibition
of
Conflicting
Activities**

Neither the Consultant nor his subconsultant[s] nor their personnel shall engage, either directly or indirectly in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Republic of Kenya which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

3.3 Confidentiality

The Consultant, his subconsultant[s] and the personnel of either of them shall not, either during the term of this Contract or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**3.4 Insurance to be
Taken Out by the
Consultant**

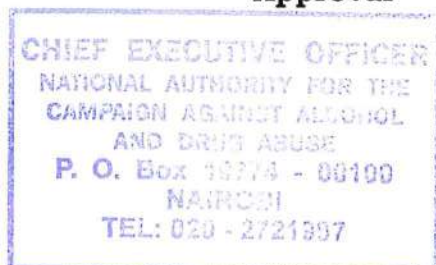
The Consultant (a) shall take out and maintain and shall cause any subconsultant[s] to take out and maintain, at his (or the subconsultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

(xiii)

**3.5 Consultant's
Actions Requiring
Client's Prior
Approval**

The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions;

- (a) entering into a subcontract for the performance of any part of the Services,



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- (b) appointing such members of the personnel not listed by name in Appendix C ("Key Personnel and Subconsultants").

3.6 Reporting Obligations The Consultants shall submit to the Client the reports and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix.

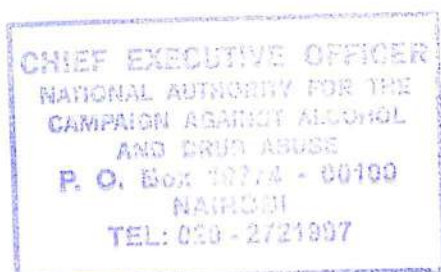
3.7 Documents prepared by All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consult-
the Consult-ant in accordance with Clause 3.6 shall become and
ant to Be remain the property of the Client and the Consultant
the Property shall, not later than upon termination or expiration of this
of the Client Contract, deliver all such documents and software to the Client together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. Neither Party shall use these documents for purposes unrelated to this Contract without the prior approval of the other Party.

4. CONSULTANT'S PERSONNEL

4.1 Description of Personnel The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

4.2 Removal and/or Replacement Of Personnel (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If for any reason
Replacement Of Personnel beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

(xiv)



- (b) If the Client finds that any of the Personnel have (i) committed serious misconduct or

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have been charged with having committed a criminal action, or (ii) the Client has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.

- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE CLIENT

5.1 Assistance and Exemptions

The Client shall use his best efforts to ensure that he provides the Consultant such assistance and exemptions as may be necessary for due performance of this Contract.

5.2 Change in the Applicable Law

If after the date of this Contract, there is any change in the Laws of Kenya with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Consultant, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties and corresponding adjustments shall be made to the amounts referred to in Clause 6.2 (a) or (b), as the case may be.

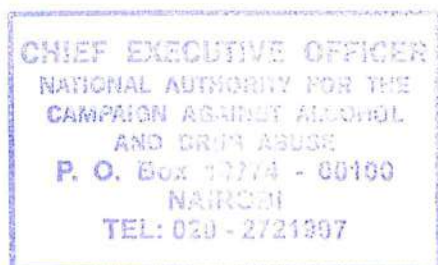
5.3 Services and Facilities

The Client shall make available to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

6.1 Lump-Sum Remuneration

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all staff costs, Sub consultants' costs, printing, communications, travel, accommodation and the like and all other costs incurred by the Consultant in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may



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only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

6.2 Contract Price

- (a) The price payable in foreign currency is set forth in the SC.
- (b) The price payable in local currency is set forth in the SC.

6.3 Payment for remuneration

Additional Services

lump-sum price is Appendices D and E.

for the purposes of determining the

due for additional services as may be agreed under Clause 2.4, a breakdown of the provided in

6.4 Terms and Conditions of Payment

Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of a bank guarantee for the same amount and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met and the Consultant has submitted an invoice to the Client specifying the amount due.

6.5 Interest on Delayed documents Payment

Payment shall be made within thirty (30) days of receipt of invoice and the relevant

specified in Clause 6.4. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

7. SETTLEMENT OF DISPUTES

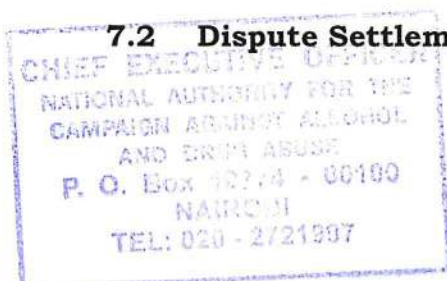
7.1 Amicable Settlement settle

The Parties shall use their best efforts to

amicably all disputes arising out of or in connection with this Contract or its interpretation.

7.2 Dispute Settlement

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after



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receipt by one Party of the other Party's request for such amicable settlement may be referred by either Party to the arbitration and final decision of a person to

be agreed between the Parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

III. SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of and Supplements to Clauses in the General Conditions of Contract
1.1(i) <i>Member</i>	The Member in Charge is _____ <i>[name of</i>
1.4	<p>The addresses are:</p> <p>Client: _____</p> <p>Attention: _____</p> <p>Telephone: _____</p> <p>_____ Telex;</p> <p>Facsimile: _____</p> <p>Consultant: _____</p> <p>Attention: _____</p> <p>Telephone: _____</p> <p>Telex: _____</p> <p>Facsimile: _____</p>
1.6	The Authorized Representatives are:



For the Client: _____

For the Consultant: _____

- 2.1 The date on which this Contract shall come into effect is(_____) [date].

Note: The date may be specified by reference to conditions of effectiveness of the Contract, such as receipt by Consultants of advance payment and by Client of bank guarantee

- 2.2 The date for the commencement of Services is _____ [date]

- 2.3 The period shall be _____ [length of time].

Note: Fill in the period, eg, twenty-four (24) months or such other period as the Parties may agree in writing.

- 3.4 The risks and coverage shall be:

- (i) Professional Liability _____
- (ii) Loss of or damage to equipment and property _____

- 6.2(a) The amount in foreign currency or currencies is _____ [Insert amount].

- 6.2(b) The amount in local Currency is _____ [Insert amount]

- 6.4 Payments shall be made according to the following schedule:

