



REPUBLIC OF KENYA



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TENDER NO. KBI/NT/005/2024-2025

**TENDER FOR DESIGN, SUPPLY, INSTALLATION, UPGRADE, CUSTOMIZATION,
CONFIGURATION, COMMISSIONING, TRAINING, SUPPORT AND MAINTENANCE OF
ENTERPRISE RESOURCE PLANNING(ERP) SYSTEM PHASE II (BUSINESS CENTRAL)**

(22nd APRIL 2025)

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INVITATION TO TENDER (ITT)

PROCURING ENTITY: KENYA BIOVAX INSTITUTE LIMITED

**CONTRACT NAME AND DESCRIPTION: TENDER FOR SUPPLY, UPGRADE,
CUSTOMIZATION, CONFIGURATION, SUPPORT AND MAINTENANCE OF
ENTERPRISE RESOURCE PLANNING(ERP) SYSTEM PHASE II**

1. The *Kenya Biovax Institute Limited* invites sealed tenders for the Supply, upgrade, customization, configuration, support and maintenance of ERP system Phase II
2. Tendering will be conducted under open competitive method National using a standardized tender document. Tendering is Open to all Small and Medium Enterprises registered appropriately with **National Treasury under Access to government Procurement Groups (AGPO) Youth, Women and Persons with Disability.**
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours *0900hrs to 1600hrs* at the address given below.
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of (*Ksh 1,000.00*) in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website: www.biovax.go.ke and www.tenders.go.ke . Tender documents obtained electronically will be **free of charge**. Tenderers downloading documents from a designated Website shall advise the Procurement Entity at procurement@biovax.go.ke that they have downloaded the tender documents, giving full contact addresses of the tenderer (*email, telephone number and postal address*).
5. Tender documents may be viewed and downloaded for free at Public Procurement Information Portal <http://www.tenders.go.ke/> and or from the website (www.biovax.go.ke). Tenderers who download the tender document must forward their particulars immediately to (procurement@biovax.go.ke) to facilitate any further clarification or addendum. The procedures to be followed will be as follows: emails to be done at procurement@biovax.go.ke
6. All Tenders must be accompanied by a “*Tender-Securing Declaration,*”
7. Completed tenders must be delivered to the address below on or before **9TH MAY 2025 at 1100hrs**. Electronic Tenders **will not** be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

Kenya Biovax Institute Limited
Procurement Office, Embakasi, Road to KQ Pride Centre
P.O. 40779-00100
NAIROBI, KENYA
Head of Procurement, Tel: 0775751639 Email: procurement@biovax.go.ke

B. Address for Submission of Tenders.

Attn: Chief Executive Officer/Director General

Kenya Biovax Institute Limited
P.O Box 40779- 00100
Nairobi, Kenya
Tender Box, Embakasi, Road to KQ Pride Centre.

C. Address for Opening of Tenders.

Kenya Biovax Institute Limited
Open Space, Ground Floor, Embakasi, Road to KQ Pride Centre

-----**Dr. Cecilia Wanjala**-----
[Authorized Official (name, designation, Signature and date)]

AG. DIRECTOR GENERAL/CHIEF EXECUTIVE OFFICER

22nd APRIL 2025

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS (ITT)

Section I - Instructions to Tenderers

A. GENERAL

1. Scope of Tender

- 1.1 The Procuring Entity, as indicated **in the TDS**, issues this tendering document for the supply and installation of the Information System as specified in Section V, Procuring Entity's Requirements. The name, identification and number of lots (contracts) of this ITT are specified **in the TDS**.

2. Definitions

- 2.1 Unless otherwise stated, throughout this tendering document definitions and interpretations shall be as prescribed in the Section VI, General Conditions of Contract.
- 2.3 Throughout this tendering document:
- The term "in writing" means communicated in written form (e.g., by mail, e-mail, fax, including if specified in the **TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
 - If the context so requires, "singular" means "plural" and vice versa; and
 - "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.
 - "Information System" shall carry the same meaning as "Information Technology".

3. Fraud and Corruption

- 3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/ or civil sanctions may be imposed. To this effect, Tenderers shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.
- 3.3 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. The Procuring Entity shall indicate in the TDS firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.
- 3.4 Tenderers shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

4. Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter in to such an agreement supported by a Form of Intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the contract in accordance with the

Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.

- 4.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms / organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a. Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
 - b. Receives or has received any direct or indirect subsidy from another Tenderer; or
 - c. Has the same legal representative as another Tenderer; or
 - d. Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
 - e. Any of its affiliates participates as a consultant in the preparation of the design or technical specifications of the Information System that are the subject of the Tender; or
 - f. Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity as Project Manager for the Contract implementation; or
 - g. Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDSITT2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - h. Has a close business or family relationship with a professional staff of the Procuring Entity who: -
 - i. Are directly or in directly involved in the preparation of the tendering document or specifications of the Contract, and/ or the Tender evaluation process of such Contract. or
 - ii. Would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.
- 4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate as a Tenderer or as JV member in more than one Tender except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. However, this does not limit the participation of a Tenderer as subcontractor in another Tender or of a firm as a subcontractor in more than one Tender.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case maybe. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub- consultants for any part of the Contract including related Services.
- 4.6 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of the Procuring Entity.
- 4.8 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

- 4.9 The Procuring Entity may require tenderers to be registered with certain authorities in Kenya. Such registration shall be defined in the **TDS**, but care must be taken to ensure such registration requirement does not discourage competition, nor exclude competent tenderers. Registration shall not be a condition for tender, but where a selected tenderer is not so registered, the tenderer shall be given opportunity to register before signing of the contract.
- 4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III- EVALUATION AND QUALIFICATION CRITERIA, Item 9”.
- 4.11 Pursuant to the eligibility requirements of ITT 4.11, a tenderer is considered a foreign tenderer, if it is registered in Kenya, has less than 51 percent ownership by nationals of Kenya and if it does not subcontract foreign contractors more than 10 percent of the contract price, excluding provisional sums. JVs are considered as foreign tenderers if the individual member firms are registered in Kenya have less than 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke
- 4.13 Tenderers shall be considered ineligible for procurement if they offer goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment.
- 4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5 Eligible Goods and Services

- 5.1 The Information Systems to be supplied under the Contract may have their origin in any eligible country.
- 5.2 For the purposes of this tendering document, the term “Information System” means all:
- i. the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Supplier is required to supply and install under the Contract, plus all associated documentation, and all other materials and goods to be supplied, installed, integrated, and made operational; and
 - ii. the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the Information System to be provided by the selected Tenderer and as specified in the Contract.
- 5.3 For purposes of ITT 5.1 above, “origin” means the place where the goods and services making the Information System are produced in or supplied from. An Information System is deemed to be produced in a certain country when, in the territory of that country, through software development, manufacturing, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 5.4 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement under this Act.

B. CONTENTS OF TENDERING DOCUMENT

6 Sections of Tendering Document

PART 1 - Tendering Procedures

Section I - Instructions to Tenderers (ITT)

Section II - Tender Data Sheet (TDS)

Section III - Evaluation and Qualification Criteria

Section IV - Tendering Forms

PART 2 - Procuring Entity's Requirements

Section V - Requirements of the Information Systems

Section VI - Technical Requirements

Section VII - Implementation Schedule

Section VIII - System Inventory Tables

Section IX - Background and Informational Materials

PART 3 - Contract

Section X - General Conditions of Contract

Section XII - Special Conditions of Contract

Section XIII - Contract Forms

- 6.1 The Invitation to Tender Notice issued by the Procuring Entity is not part of this tendering document.
- 6.2 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.
- 6.3 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7 Site Visit

- 7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall be the Tenderer's own expense.

8 Pre-Tender Meeting and a pre- arranged pretender visit of the site of the works

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender visit of the site of the works will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pre-tender visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pre-tender visit of the site of the works at the web page identified **in the TDS**. Any

modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9 Clarification of Tender Documents

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the TDS or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the TDS prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification resulting changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 10.

10 Amendment of Tendering Document

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's webpage in accordance with ITT 8.1.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

C. PREPARATION OF TENDERS

11 Cost of Tendering

- 11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

12 Language of Tender

- 12.1 The Tender, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the Procuring Entity, shall be written in the English language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

13 Documents Comprising the Tender

- 13.1 The Tender submitted by the Tenderer shall comprise the following:
- a. **Form of Tender** prepared in accordance with ITT 14;
 - b. **Price Schedules** completed in accordance with ITT 14 and ITT 16;
 - c. **Tender Security or Tender-Securing Declaration** in accordance with ITT 22;
 - d. **Alternative Tender:** if permissible, in accordance with ITT 15;
 - e. **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 23.3;
 - f. **Eligibility of Information System:** documentary evidence established in accordance with ITT 16.1 that the Information System offered by the Tenderer in its Tender or in any alternative Tender, if permitted, are eligible;

- g. **Tenderer's Eligibility:** documentary evidence in accordance with ITT 17 establishing the Tenderer's eligibility and qualifications to perform the contract if its Tender is accepted;
- h. **Conformity:** documentary evidence established in accordance with ITT 18 that the Information System offered by the Tenderer conform to the tendering document;
- i. **Subcontractors:** list of subcontractors, in accordance with ITT 18.4;
- j. **Intellectual Property:** a list of: Intellectual Property as defined in GCC Clause 15;
 - i) All Software included in the Tender, assigning each item to one of the software categories defined in GCC Clause 1.1(C):
 - a. System, General Purpose, and Application Software; or
 - b. Standard and Custom Software;
 - iii. All Custom Materials, as defined in GCC Clause 1.1(c), included in the Tender;

All Materials not identified as Custom Materials shall be deemed Standard Materials, as defined in GCC Clause 1.1 (c); Re-assignments among the Software and Materials categories, if necessary, will be made during the implementation of the Contract according to GCC Clause 39 (Changes to the Information System); and
- k. Any other document required **in the TDS**.

13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members indicating at least the parts of the Information System to be executed by the respective members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the information System to be executed by the respective members.

13.1 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender. The Tenderer shall serialize page so fall tender documents submitted.

14 Form of Tender and Price Schedules

14.1 The Tenderer shall complete the Form of Tender, including the appropriate Price Schedules, using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

15 Alternative Tenders

15.1 The TDS indicates whether alternative Tenders are allowed. If they are allowed, the **TDS** will also indicate whether they are permitted in accordance with ITT 13.3, or invited in accordance with ITT 13.2 and/or ITT 13.4.

15.2 When alternatives to the Time Schedule are explicitly invited, a statement to that effect will be included **in the TDS**, and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.1 Except as provided under ITT 15.4 below, Tenderers wishing to offer technical alternatives to the Procuring Entity's requirements as described in the tendering document must also provide: (i) a price at which they are prepared to offer an Information System meeting the Procuring Entity's requirements; and (ii) all information necessary for a complete evaluation of the alternatives by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed installation methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

15.4 When Tenderers are invited **in the TDS** to submit alternative technical solutions for specified parts of the system, such parts shall be described in Section V, Procuring Entity's Requirements. Technical alternatives that comply with the performance and technical criteria specified for the Information System shall be considered by the Procuring Entity on their own merits, pursuant to ITT 35.

16 Documents Establishing the Eligibility of the Information System

- 16.1 To establish the eligibility of the Information System in accordance with ITT 5, Tenderers shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.

17 Documents Establishing the Eligibility and Qualifications of the Tenderer

- 17.1 To establish its eligibility and qualifications to perform the Contracting accordance with Section III, Evaluation and Qualification Criteria, the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tendering Forms.
- 17.1 In the event that pre-qualification of potential Tenderers has been undertaken as stated **in the TDS**, only Tenders from pre-qualified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.
- 17.2 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.
- 17.3 The purpose of the information described in ITT 15.1 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 17.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control, any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 17.5 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 17.6 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 17.7 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
 - b. If the contract has been awarded to that tenderer, the contract award will be set aside,
 - c. the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 17.8 If a tenderer submits information pursuant to these requirements that is in complete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

18 Documents Establishing Conformity of the Information System

- 18.1 Pursuant to ITT 11.1(h), the Tenderer shall furnish, as part of its Tender documents establishing the conformity to the tendering documents of the Information System that the Tenderer proposes to design, supply and install under the Contract.
- 18.2 The documentary evidence of conformity of the Information System to the tendering documents including:
- a) Preliminary Project Plan describing, among other things, the methods by which the Tenderer will carry out its overall management and coordination responsibilities if awarded the Contract, and the human and other resources the Tenderer proposes to use. The Preliminary Project Plan must also address any other topics **specified in the TDS**. In addition, the Preliminary Project Plan should state the Tenderer's assessment of what it expects the Procuring Entity and any other party involved in the implementation of the Information System to provide during implementation and how the Tenderer proposes to coordinate the activities of all involved parties;
 - b) Written confirmation that the Tenderer accepts responsibility for the successful integration and interoperability of all components of the Information System as required by the tendering documents;
 - c) An item-by-item commentary on the Procuring Entity's Technical Requirements, demonstrating the substantial responsiveness of the Information System offered to those requirements. In demonstrating responsiveness, the Tenderer is encouraged to use the Technical Responsiveness Checklist (or Checklist Format) in the Sample Tendering Forms (Section IV). The commentary shall include explicit cross-references to the relevant pages in the supporting materials included in the tender. Whenever a discrepancy arises between the item-by-item commentary and any catalogs, technical specifications, or other preprinted materials submitted with the tender, the item-by-item commentary shall prevail;
 - d) Support material (e.g., product literature, white papers, narrative descriptions of technologies and/or technical approaches), as required and appropriate; and
 - e) Any separate and enforceable contract(s) for Recurrent Cost items which the TDS ITT 17.2 required Tenderers to tender.
- 18.3 ReferencetobrandnamesormodelnumbersornationalorproprietarystandardsdesignatedbytheProcuring Entity in the tendering documents are intended to be descriptive and not restrictive. Except where explicitly prohibited in the **TDS** for specific items or standards, the Tenderer may substitute alternative brand /model names or standards in its tender, provided that it demonstrates to the Procuring Entity's satisfaction that the use of the substitute(s) will result in the Information System being able to perform substantially equivalent to or better than that specified in the Technical Requirements.
- 18.4 For major items of the Information System as listed by the Procuring Entity in Section III, Evaluation and Qualification Criteria, which the Tenderer intends to purchase or subcontract, the Tenderer shall give details of the name and nationality of the proposed subcontractors, including manufacturers, for each of those items. In addition, the Tenderer shall include in its Tender information establishing compliance with the requirements specified by the Procuring Entity for these items. Quoted rates and prices will be deemed to apply to whichever subcontractor is appointed, and no adjustment of the rates and prices will be permitted.
- 18.5 The Tenderer shall be responsible for ensuring that any subcontractor proposed complies with the requirements of ITT 4, and that any goods or services to be provided by the subcontractor comply with the requirements of ITT 5 and ITT 16.1.

19 Tender Prices

- 19.1 All Goods and Services identified in the Supply and Installation Cost Sub-Tables in System Inventory Tables in Section VII, and all other Goods and Services proposed by the Tenderer to fulfill the requirements of the Information System, must be priced separately and summarized in the corresponding cost tables in the Sample Tendering Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below.
- 19.2 **Unless otherwise specified in the TDS**, the Tenderer must also tender Recurrent Cost Items specified in the Technical Requirements, Recurrent Cost Sub-Table of the System Inventory Tables in Section VII (if any). These must be priced separately and summarized in the corresponding cost table in the Sample Tendering Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below:
- a) **If specified in the TDS**, the Tenderer must also tender separate enforceable contracts for the Recurrent Cost Items not included in the main Contract;

- b) prices for Recurrent Costs are all-inclusive of the costs of necessary Goods such as spare parts, software license renewals, labor, etc., needed for the continued and proper operation of the Information System and, if appropriate, of the Tenderer's own allowance for price increases;
 - c) prices for Recurrent Costs beyond the scope of warranty services to be incurred during the Warranty Period, defined in GCC Clause 29.4 and prices for Recurrent Costs to be incurred during the Post-Warranty Period, defined in SCC Clause 1.1. (e) (xiii), shall be quoted as Service prices on the Recurrent Cost Sub-Table in detail, and on the Recurrent Cost Summary Table in currency totals.
- 19.3 Unit prices must be quoted at a level of detail appropriate for calculation of any partial deliveries or partial payments under the contract, in accordance with the Implementation Schedule in Section VII), and with GCC and SCC Clause 12 – Terms of Payment. Tenderers may be required to provide a breakdown of any composite or lump-sum items included in the Cost Tables
- 19.4 The price of items that the Tenderer has left blank in the cost tables provided in the Sample Tender Forms (Section IV) shall be assumed to be included in the price of other items. Items omitted altogether from the cost tables shall be assumed to be omitted from the tender and, provided that the tender is substantially responsive, an adjustment to the tender price will be made during tender evaluation in accordance with ITT 31.3.
- 19.5 The prices for Goods components of the Information System are to be expressed and shall be defined and governed in accordance with the rules prescribed in the edition of incoterms **specified in the TDS**, as follows:
- a) Goods supplied from outside Kenya:
Unless otherwise specified in the TDS, the prices shall be quoted on a CIP (named place of destination) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in Kenya. The named place of destination and special instructions for the contract of carriage are as specified in the SCC for GCC 1.1(e) (iii). In quoting the price, the Tenderer shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Tenderer may obtain insurance services from any eligible source country;
 - b) Locally supplied Goods: Unit prices of Goods offered from within Kenya, shall be quoted on an EXW (ex- factory, ex works, ex ware house or off- the-shelf, as applicable) basis, including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT or sales and other taxes and duties/fees incurred for the Goods at the time of invoicing or sales transaction, if the Contract is awarded; and
 - c) Inland transportation.
- 19.6 Unless otherwise stated in the **TDS**, inland transportation, insurance and related local costs incidental to the delivery of the Goods to the designated Project Sites must be quoted separately as a Service item in accordance with ITT 17.5, whether the Goods are to be supplied locally or from outside Kenya, except when these costs are already included in the price of the Goods, as is, e.g., the case, when ITT 17.5 (a) specifies CIP, and the named places of destination are the Project Sites.
- 19.7 The price of Services shall be separated into their local and foreign currency components and where appropriate, broken down into unit prices. Prices must include all taxes, duties, levies and fees whatsoever, except only VAT or other indirect taxes, or stamp duties, that may be assessed and/ or apply in Kenyan /to the price of the Services invoiced to the Procuring Entity, if the Contract is awarded.
- 19.8 Unless otherwise specified in the **TDS**, the prices must include all costs incidental to the performance of the Services, as incurred by the Supplier, such as travel, subsistence, office support, communications, translation, printing of materials, etc. Costs incidental to the delivery of the Services but incurred by the Procuring Entity or its staff, or by third parties, must be included in the price only to the extent such obligations are made explicit in these tendering documents (as, e.g., a requirement for the Tenderer to include the travel and subsistence costs of trainees).
- 19.9 Unless otherwise specified in the **TDS**, prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to increases on any account. Tenders submitted that are subject to price adjustment will be rejected.

20 Currencies of Tender and Payment

- 20.1 The currency(ies) of the Tender and currencies of payment shall be the same. The Tenderer shall quote in Kenya shillings the portion of the Tender price that corresponds to expenditures incurred in Kenya currency, unless otherwise specified **in the TDS**.

20.2 The Tenderer may express the Tender price in any currency. If the Tenderer wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than **two foreign currencies** in addition to Kenyan currency.

21 Period of Validity of Tenders

21.1 Tenders shall remain valid for the period specified **in the TDS** after the Tender submission deadline date prescribed by the Procuring Entity in accordance with ITT 23.1. A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

21.2 exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20.1, it shall also be extended for thirty days (30) beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

22 Tender Security

22.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.

22.2 A Tender-Securing Declaration shall use the form included in Section IV, Tendering Forms.

22.3 If a Tender Security is specified pursuant to ITT 20.1, the tender security shall be a demand guarantee in any of the following forms at the Tenderer's option:

- a. cash;
- b. a bank guarantee;
- c. a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- d. a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
- e. any other form specified in the **TDS**.

If an unconditional guarantee is issued by a non-bank financial institution located outside Kenya, the issuing non-bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required.

22.4 In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms or in another substantially similar format approved by the Procuring Entity prior to Tender submission. In neither case, the form must include the complete name of the Tenderer. The Tender Security shall be valid for thirty days (30) beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 19.2.

22.5 If a Tender Security or a Tender-Securing Declaration is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.

22.6 The Tender Security shall be returned/release as promptly as possible

- a) The procurement proceedings are terminated;
- b) The procuring entity determines that none of the submitted tenders is responsive;
- c) A bidder declines to extend the tender validity.
- d) Once the successful Tenderer has signed the Contract and furnished the required Performance Security.

22.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender; or
- b) if the successful Tenderer fails to:

- i) sign the Contract in accordance with ITT 47; or
 - ii) furnish a performance security in accordance with ITT 48.
- 22.8 Where the Tender-Securing Declaration is executed the Procuring Entity will recommend to the PPRA to debar the Tenderer from participating in public procurement as provided in the law.
- 22.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the tender. If the JV has not been legally constituted in to a legally enforceable JV at the time of Tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 11.2.
- 22.10 A tenderer shall not issue a tender security to guarantee itself.

23 Format and Signing of Tender

- 23.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it “ORIGINAL.” Alternative Tenders, if permitted in accordance with ITT 13, shall be clearly marked “ALTERNATIVE”. In addition, the Tenderer shall submit copies of the Tender, in the number specified **in the TDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.
- 23.2 Tenderers shall mark as “CONFIDENTIAL” information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 23.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified **in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 23.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 23.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. SUBMISSION AND OPENING OF TENDERS

24 Submission, Sealing and Marking of Tenders

- 24.1 The Tenderer shall deliver the Tender in a single, sealed envelope (one (1) envelope process). Within the single envelope the Tenderer shall place the following separate, sealed envelopes:
- a) In an envelope marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
 - b) In an envelope marked “COPIES”, all required copies of the Tender; and,
 - c) If alternative Tenders are permitted in accordance with ITT 13, and if relevant:
 - i) In an envelope marked “ORIGINAL–ALTERNATIVETENDER”, the alternative Tender; and
 - ii) in the envelope marked “COPIES – ALTERNATIVE TENDER” all required copies of the alternative Tender.
- 24.2 The inner envelopes shall:
- a) Bear the name and address of the Tenderer;
 - b) Be addressed to the Procuring Entity/ Employer in accordance with ITT 23.1;
 - c) Bear the specific identification of this Tendering process specified in accordance with ITT 1.1; and
 - d) Bear a warning not to open before the time and date for Tender opening.

The outer envelopes shall:

- e) Be addressed to the Procuring Entity/ Employer in accordance with ITT 23.1;
- f) Bear the specific identification of this Tendering process specified in accordance with ITT 1.1; and bear a warning not to open before the time and date for Tender opening.

24.3 I fall envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

25 Deadline for Submission of Tenders

25.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time indicated **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

25.2 The Procuring Entity may, at its discretion, extend this deadline for submission of Tenders by amending the tendering documents in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers will thereafter be subject to the deadline as extended.

26 Late Tenders

26.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

27 Withdrawal, Substitution, and Modification of Tenders

27.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and
- b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT23.

27.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

27.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tender sand the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

28 Tender Opening

28.1 Except as in the cases specified in ITT 24 and ITT 25.2, the Procuring Entity shall conduct the Tender opening in public, in the presence of Tenderers’ designated representatives who chooses to attend, and at the address, date and time specified **in the TDS**. Any specific electronic Tender opening procedurs required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.

28.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

28.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

- 28.4 Envelopes marked “Modification” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening. Only Tenders that are opened and read out at Tender opening shall be considered further.
- 28.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and the Tender Price(s), including any discounts and alternative Tenders, and indicating whether there is a modification; the presence or absence of a Tender Security or Tender-Securing Declaration; and any other details as the Procuring Entity may consider appropriate.
- 28.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further in the evaluation. The Form of Tender and the Price Schedules are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.
- 28.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).
- 28.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - b) The Tender Price, per lot if applicable, including any discounts;
 - c) Any alternative Tenders; and
 - d) The presence or absence of a Tender Security or a Tender-Securing Declaration.
- 28.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

E. Evaluation and Comparison of Tenders

29 Confidentiality

- 29.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until the Notification of Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.
- 29.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its Tender.
- 29.3 Not with standing ITT 27.2, from the time of Tender opening to the time of Contract award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

30 Clarification of Tenders

- 30.1 To assist in the examination, evaluation, and comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT32.
- 30.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

31 Deviations, Reservations, and Omissions

- 31.1 During the evaluation of Tenders, the following definitions apply:
- a) “Deviation” is a departure from the requirements specified in the tendering document;
 - b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and

- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

32 Determination of Responsiveness

- 32.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 11.
- 32.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that;
 - a) If accepted, would:
 - i) Affect in any substantial way the scope, quality, or performance of the Information System specified in the Contract; or
 - ii) Limit in any substantial way, in consistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the proposed Contract; or
 - b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 32.3 The Procuring Entity shall examine the technical aspects of the Tender in particular, to confirm that all requirements of Section V, Procuring Entity's Requirements have been met without any material deviation, reservation, or omission.
- 32.4 To be considered for Contract award, Tenderers must have submitted Tenders:
 - a) for which detailed Tender evaluation using the same standards for compliance determination as listed in ITT 29 and ITT 30.3 confirms that the Tenders are commercially and technically responsive, and include the hardware, Software, related equipment, products, Materials, and other Goods and Services components of the Information System in substantially the full required quantities for the entire Information System or, if allowed in the TDS ITT 35.8, the individual Subsystem, lot or slice Tender on; and are deemed by the Procuring Entity as commercially and technically responsive; and
 - b) that offer Information Technologies that are proven to perform up to the standards promised in the tender by having successfully passed the performance, benchmark, and/or functionality tests the Procuring Entity may require, pursuant to ITT 39.3.

33 Non-material Non-conformities

- 33.1 Provided that a Tender is substantially responsive, the Procuring Entity may waive any nonconformity in the Tender that does not constitute a material deviation, reservation or omission.
- 33.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.
- 33.3 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the TDS**.

34 Correction of Arithmetical Errors

- 34.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.
- 34.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
 - a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.

- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

35 Conversion to Single Currency

- 35.1 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted into a single currency as specified **in the TDS**.

36 Margin of Preference and Reservations

- 36.1 A margin of preference on local contractors may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/ threshold specified in the Regulations.
- 36.2 A margin of preference shall not be allowed unless it is specified so in the **TDS**.
- 36.3 Contracts procured on basis of international competitive tendering shall not be subject to reservations exclusive to specific groups as provided in ITT 34.4.
- 36.4 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case maybe), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates in the **TDS** that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

37 Evaluation of Tenders

- 37.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Best Evaluated Tender.
- 37.2 To evaluate a Tender, the Procuring Entity shall consider the following:
 - a) Price adjustment due to discounts offered in accordance with ITT 14.4;
 - b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33;
 - c) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3; and
 - d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

38 Preliminary Examination

- 38.1 The Procuring Entity will examine the tenders, to determine whether they have been properly signed, whether required sureties have been furnished, whether any computational errors have been made, whether required sure ties have been furnished and are substantially complete (e.g., not missing key parts of the tender or silent on excessively large portions of the Technical Requirements). In the case where a pre-qualification process was undertaken for the Contract (s) for which these tendering documents have been issued, the Procuring Entity will ensure that each tender is from a pre-qualified Tenderer and, in the case of a Joint Venture, that partners and structure of the Joint Venture are unchanged from those in the pre-qualification.

39 Technical Evaluation

- 39.1 The Procuring Entity will examine the information supplied by the Tenderers Pursuant to ITT 11 and ITT 16, and in response to other requirements in the Tendering document, considering the following factors:

- a) Overall completeness and compliance with the Technical Requirements; and deviations from the Technical Requirements;
 - b) suitability of the Information System offered in relation to the conditions prevailing at the site; and the suitability of the implementation and other services proposed, as described in the Preliminary Project Plan included in the tender;
 - c) achievement of specified performance criteria by the Information System;
 - d) compliance with the time schedule called for by the Implementation Schedule and any alternative time schedules offered by Tenderers, as evidenced by a milestone schedule provided in the Preliminary Project Plan included in the tender;
 - e) type, quantity, quality, and long-term availability of maintenance services and of any critical consumable items necessary for the operation of the Information System;
 - f) any other relevant technical factors that the Procuring Entity deems necessary or prudent to take into consideration;
 - g) any proposed deviations in the tender to the contractual and technical provisions stipulated in the tendering documents.
- 39.2 The Procuring Entity's evaluation of tenders will consider technical factors, in addition to cost factors. The Technical Evaluation will be conducted following the Criteria specified in Section III, Evaluation and Qualification Criteria, which permits a comprehensive assessment of the technical merits of each Tender. All tenders that fail to pass this evaluation will be considered non-responsive and will not be evaluated further.
- 39.3 Where alternative technical solutions have been allowed in accordance with ITT 13, and offered by the Tenderer, the Procuring Entity will make a similar evaluation of the alternatives. Where alternatives have not been allowed but have been offered, they shall be ignored.
- 39.4 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

40 Financial/ Economic Evaluation

- 40.1 To evaluate a Tender, the Procuring Entity shall consider the following:
- a) price adjustment due to unconditional discounts offered in accordance with ITT 26.8; excluding provisional sums and contingencies, if any, but including Day work items, where priced competitively.
 - b) Price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;
 - c) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITT 33; and
 - d) the evaluation factors indicated in Section III, Evaluation and Qualification Criteria.
- If price adjustment is allowed in accordance with ITT 17.9, the estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 40.1 The Procuring Entity will evaluate and compare the Tenders that have been determined to be substantially responsive, pursuant to ITT 35.4. The evaluation will be performed assuming either that:
- a) The Contract will be awarded to the Lowest Evaluated Tender for the entire Information System; or
 - b) if specified **in the TDS**, Contracts will be awarded to the Tenderers for each individual Subsystem, lot, or slice if so defined in the Technical Requirements whose Tenders result in the Lowest Evaluated Tender/ Tenders for the entire System.

In the latter case, discounts that are conditional on the award of more than one Subsystem, lot, or slice may be offered in Tenders. Such discounts will be considered in the evaluation of tenders as specified **in the TDS**.

41 Comparison of Tenders

- 41.1 The Procuring Entity shall compare all substantially responsive Tenders in accordance with ITT 35.6 to determine the lowest evaluated cost.

42 Abnormally Low Tenders and Abnormally High Tenders

- 42.1 An Abnormally Low Tender is one where the Tender price in combination with other constituent elements of the Tender appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Tenderer to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.
- 42.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the tendering document.
- 42.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

Abnormally High Tenders

- 42.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 42.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:
- a. If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
 - b. If specifications, scope of work and/ or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.
- 42.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

43 Unbalanced or Front-Loaded Tenders

- 43.1 If the Tender that is evaluated as the lowest evaluated cost is, in the Procuring Entity's opinion, seriously unbalanced or front loaded the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Tender prices with the scope of information systems, installations, proposed methodology, schedule and any other requirements of the tendering document.
- 43.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may: -
- a) Accept the Tender; or
 - b) If appropriate, require that the total amount of the Performance Security be increased, at the expense of the Tenderer, to a level not exceeding twenty percent (20%) of the Contract Price; or
 - c) Reject the Tender.

44 Eligibility and Qualification of the Tenderer

- 44.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 44.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's

qualifications submitted by the Tenderer, pursuant to ITT 15.

- 44.3 Unless otherwise specified in the **TDS**, the Procuring Entity will NOT carry out tests at the time of post-qualification, to determine that the performance or functionality of the Information System offered meets those stated in the Technical Requirements. However, if so specified in the **TDS** the Procuring Entity may carry out such tests as detailed in the **TDS**.
- 44.4 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the next lowest evaluated cost or best evaluated Tender, as the case may be, to make a similar determination of that Tenderer's qualifications to perform satisfactorily.
- 44.5 The capabilities of the manufacturers and subcontractors proposed by the Tenderer that is determined to have offered the Best Evaluated Tender for identified major items of supply or services will also be evaluated for acceptability in accordance with Section III, Evaluation and Qualification Criteria. Their participation should be confirmed with a Form of intent between the parties, as needed. Should a manufacturer or subcontractor be determined to be unacceptable, the Tender will not be rejected, but the Tenderer will be required to substitute an acceptable manufacturer or subcontractor without any change to the Tender price. Prior to signing the Contract, the corresponding Appendix to the Contract Agreement shall be completed, listing the approved manufacturers or subcontractors for each item concerned.
- 44.6 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in "*SECTION III- EVALUATION AND QUALIFICATION CRITERIA*."

45 Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

- 45.1 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. AWARD OF CONTRACT

46 Award Criteria

- 46.1 Subject to ITT 40, the Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest/ best Evaluated Tender. The determination of the lowest/ Best Evaluated Tender will be made in accordance to one of the two options as defined in the **TDS**. The methodology options are:

The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender

- a) When **rated criteria are used**: The Tenderer that meets the qualification criteria and whose Tender:
- i) Is substantially responsive; and
 - ii) Is the Best Evaluated Tender (i.e. the Tender with the highest combined technical/ quality/ price score); or
- b) When **rated criteria are not used**: The Tenderer that meets the qualification criteria and whose Tender has been determined to be:
- i) Most responsive to the tendering document; and
 - ii) The lowest evaluated cost.

47 Procuring Entity's Right to Vary Quantities at Time of Award

- 47.1 The Procuring Entity reserves the right at the time of Contract award to increase or decrease, by the percentage (s) for items as indicated **in the TDS**.

48 Notice of Intention to enter into a Contract/ Notification of award

- 48.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/ Notification of award to all tenderers which shall contain, at a minimum, the following information:
- a) The name and address of the Tenderer submitting the successful tender;
 - b) The Contract price of the successful tender;
 - c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
 - d) the expiry date of the Standstill Period; and
 - e) instructions on how to request a debriefing and/ or submit a complaint during the standstill period;

49 Standstill Period

- 49.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.
- 49.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

50 Debriefing by the Procuring Entity

- 50.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.
- 50.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

51 Letter of Award

- 51.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT44.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21days of the date of the letter.

52 Signing of Contract

- 52.1 Upon the expiry of the fourteen days of the Notification of Intention to enter in to contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.
- 52.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.
- 52.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.
- 52.4 Notwithstanding ITT 47.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Procuring Entity, to Kenya, or to the use of the Information System to be supplied, where such export restrictions arise from trade regulations from a country supplying those Information System, the Tenderer shall not be bound by its Tender, provided that the Tenderer can demonstrate that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Tenderer in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the Information System under the terms of the Contract.

53 Performance Security

- 53.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer shall furnish the performance security in accordance with the General Conditions, subject to ITT38.2 (b), using for that purpose the Performance Security Form included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in

the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a Performance Security shall have a correspondent financial institution located in Kenya.

- 53.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

49 Publication of Procurement Contract

Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

50. Adjudicator

- 50.1 Unless **the TDS** states otherwise, the Procuring Entity proposes that the person named **in the TDS** be appointed as Adjudicator under the Contract to assume the role of informal Contract dispute mediator, as described in GCC Clause 43.1. In this case, a résumé of the named person is attached to the TDS. The proposed hourly fee for the Adjudicator is specified in the TDS. The expenses that would be considered reimbursable to the Adjudicator are also specified **in the TDS**. If a Tenderer does not accept the Adjudicator proposed by the Procuring Entity, it should state its non-acceptance in its Tender Form and make a counter proposal of an Adjudicator and an hourly fee, attaching résumé of the alternative. If the successful Tenderer and the Adjudicator nominated **in the TDS** happen to be from the same country, and this is not Kenya too, the Procuring Entity reserves the right to cancel the Adjudicator nominated **in the TDS** and propose a new one. If by the day the Contract is signed, the Procuring Entity and the successful Tenderer have not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed, at the request of either party, by the Appointing Authority specified in the SCC clause relating to GCC Clause 43.1.4, or if no Appointing Authority is specified there, the Contract will be implemented without an Adjudicator.

51. Procurement Related Complaints and Administrative Review

51.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS**.

51.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Information System to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

[Where an e-procurement system is used, modify the relevant parts of the TDS accordingly to reflect the e-procurement process].

[Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITT].

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITT 1.1	The reference number of the Request for Tenders is: <i>KBI/NT/005/2024-2025</i> The Procuring Entity is: <i>[KENYA BIOVAX INSTITUTE LIMITED]</i> The name of the ITT is: <i>SUPPLY, UPGRADE, CUSTOMIZATION, CONFIGURATION, SUPPORT AND MAINTENANCE OF ERP SYSTEM PHASE II</i> The number and identification of lots (contracts) comprising this ITT is: <i>1</i>
ITT 2.3 (a)	Not Applicable
ITT 3.3	The firms (if any) that provided consulting services for the contract being tendered for are Not Applicable
ITT 4.1	Maximum number of members in the JV shall be: <i>Not Applicable</i>
ITT 4.9	The Procuring Entity may require tenderers to be registered with ICT Authority and National Treasury under AGPO_____
B. Tendering Document	
ITT 8.1	For Clarification of Tender purposes only, the Procuring Entity's address is: Attention: <i>[Manager, Supply Chain Management]</i> Address: <i>[40779-00100 Nairobi]</i> Floor/ Room number: <i>[N/A]</i> City:] <i>[Nairobi]</i> ZIP Code: <i>[00100]</i> Country: <i>[Kenya]</i> Telephone: <i>[+254 775751639]</i> Electronic mail address: <i>[procurement@biovax.go.ke]</i> Requests for clarification should be received by the Procuring Entity no later than: <i>[28th April 2025].</i>
ITT 8.2	Web page: <i>www.tenders.go.ke and www.biovax.go.ke</i>]
ITT 8.4	A Pre-Tender meeting <i>shall not take place</i> at the following date, time and place: A site visit conducted by the Procuring Entity <i>shall not be</i> organized.
ITT 9.1	The Procuring Entity shall publish its response at the website <i>www.biovax.go.ke and www.tenders.go.ke</i>
C. Preparation of Tenders	
ITT 13.1 (k)	The Tenderer shall submit with its Tender the following additional documents: <i>As indicated in the evaluation criteria</i>
ITT 15.1	Alternative Tenders are not permitted.
ITT 15.2	N/A
ITT 15.4	N/A

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 17.2	Prequalification <i>“has not”</i> been undertaken.
ITT 18.2 (a)	In addition to the topics described in ITT Clause 16.2 (a), the Preliminary Project Plan must address the following topics: <ul style="list-style-type: none">) Project Organization and Management Sub-Plan, including management authorities, responsibilities, and contacts, as well as task, time and resource-bound schedules (in GANTT format); i) Implementation Sub-Plan; ii) Training Sub-Plan; v) Testing and Quality Assurance Sub-Plan; y) Warranty Defect Repair and Technical Support Service Sub-Plan
ITT 18.3	In the interest of effective integration, cost-effective technical support, and reduced re-training and staffing costs, Tenderers are required to offer specific brand names and models for the following limited number of specific items: As per the technical requirements.
ITT 19.2	The Tenderer <i>“must”</i> tender Recurrent Cost Items
ITT 19.2 (a)	The Tenderer <i>“must”</i> tender for contracts of Recurrent Cost Items not included in the main Contract.
ITT 19.5	The Incoterms edition is: 2020 edition.
ITT 19.5 (a)	Named place of destination is: <i>Kenya Biovax Institute Limited</i> Embakasi, Road to KQ Pride Centre.
ITT 19.6	Named place of final destination (or Project site) is: KENYA BIOVAX INSTITUTE LIMITED. Embakasi, Road to KQ Pride centre and KWFT Centre 3 rd Floor Masaba Road.
ITT 19.8	ITT 17.8 is modified as follows: <i>‘There is no modification to ITT 17.8’]</i>
ITT 19.9	The prices quoted by the Tenderer <i>“shall not”</i> be subject to adjustment during the performance of the Contract. The Tender price shall be in Kenya Shillings
ITT 20.1	The Tenderer <i>“is”</i> required to quote in the currency of Kenya the portion of the Tender price that corresponds to expenditures incurred in that currency.
ITT 21.1	The Tender validity period shall be <i>[210]</i> days.
ITT 22.1	A Tender Security <i>“shall not be”</i> required. A Tender-Securing Declaration <i>“shall be”</i> required.
ITT 22.3 (v)	Other types of acceptable securities are__as approved by PPRA
ITT 23.1	In addition to the original of the Tender, the number of copies is: One Soft copy in a flash disk clearly bound to the tender document
ITT 23.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: Power of attorney clearly stamped by a commissioner of oath.
D. Submission and Opening of Tenders	
ITT 25.1	For Tender submission purposes only, the Procuring Entity’s address is: <i>[This address may be the same as or different from that specified under provision ITT 7.1 for clarifications]</i> Chief Executive Officer/Managing Director Kenya Biovax Institute Limited P.O Box 40779- 00100 Nairobi, Kenya Tender Box, Embakasi, Road to KQ Pride Centre The deadline for Tender submission is: _____

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	Date: 9TH MAY 2025 at 1100hrs Time: [11:00 am.]
ITT 25.1	Tenderers “shall not” have the option of submitting their Tenders electronically. The Electronic Tendering submission procedures shall be: ___Not Applicable___
ITT 28.1	The Tender opening shall take place at: Street Address: Kenya Biovax Institute Limited Open Space, Ground Floor, Embakasi, Road to KQ Pride Centre <u>Kenya</u> Date: 9TH MAY 2025 Time: <u>11:00 AM</u>
ITT 28.1	The electronic Tender opening procedures shall be: Not Applicable
ITT 28.6	The Form of Tender and Price Schedules shall be initialed by 4 representatives of the Procuring Entity conducting Tender opening.
E. Evaluation, and Comparison of Tenders	
ITT 33.3	Not Applicable
ITT 35.1	Not Applicable
ITT 36.2	Margin of Preference shall not apply.
ITT 36.4	The invitation to tender is extended to the following group that qualify for Reservations ___ <i>These groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability,</i> ___
ITT 40.2 (b)	Tenderers shall <u>not allowed</u> to quote separate prices for different lots (contracts for Subsystems, lots, or slices of the overall Information System) and the methodology to determine the lowest tenderer is specified in Section III, Evaluation and Qualification Criteria. Discount that are conditional on the award of more than one Subsystem, lot, or slice may be offered in Tenders and such discounts or shall note be considered in the price evaluation.
ITT 44.3	As additional qualification measures, the Information System (or components/parts of it) offered by the Tenderer with the Best Evaluated Tender may be subjected to the following tests and performance benchmarks prior to Contract award: <i>test the systemas per the evaluation and technical specifications such as demonstration tests, performance benchmarks, documentation reviews, reference site visits</i>
ITT 46.1	The award will be made on the basis of “rated” criteria] pursuant to ITT 35.7, if applicable, in accordance with Section III, Evaluation and Qualification Criteria.
ITT 47.1	Not Applicable
ITT 50.1	The proposed Adjudicator is: <i>N/A</i>
ITT 51.1	The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website info@ppra.go.ke or complaints@ppra.go.ke . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to: For the attention: Director General PPRA Title/position: Director General

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<p data-bbox="379 154 981 190">Procuring Entity: <i>Kenya Biovax Institute Limited</i></p> <p data-bbox="379 199 869 235">Email address: Complaints@ppra.go.ke</p> <p data-bbox="379 241 1364 277">In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol data-bbox="379 324 1037 439" style="list-style-type: none"> <li data-bbox="379 324 925 360">1. the terms of the Tendering Documents; and <li data-bbox="379 407 1037 443">2. the Procuring Entity’s decision to award the contract.

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1 Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2 Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. **Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.**

MANDARORY REQUIREMENTS

No.	Item Description	Bidder's Response with Evidence Referenced pages – Where applicable YES /NO
M1.	Must submit two (2) copies of the Tender Document, One Hard copy and One Soft Copy attached to the hard copy	
M2.	Certificate of Incorporation/ Registration.	
M3.	Attach valid copy of KRA Tax Compliance Certificate. This shall be validated in itax	
M4.	Must Attach valid copy of AGPO Certificate. This shall be validated	
M5.	Provide a Current CR12 issued not more than 6 Months from the date of closing the tender issued by Registrar of Companies accompanied by ID for the directors and or Registration of sole proprietors accompanied by ID copies.	
M6.	Must submit A valid business permit from the respective County Government.	
M7.	Submit a duly filled, signed and stamped price schedule in the format provided	
M8.	Submit a valid and current accreditation ICTA Certificates for ICTA 1 TO 4 <ol style="list-style-type: none"> 1. Systems and Application 2. Information Security 3. Cloud Computing 4. ICT consultancy (Shall be verified from ICTA website online)	
M9.	Submit a valid and current Microsoft SPA (Microsoft Solution Provider Agreement). Certificate – Licensed to provide and implement Microsoft Solutions. And a software manufacturer Authorization form	
M10.	Attach a copy of certified Data Processor and Data Controller Certificates from Office of Data Protection Commission (ODPC).	
M11.	Attach a duly filled, signed and stamped Form of Tender in the format provided.	
M12.	Attach a duly filled, signed and stamped Tender securing declaration form	
M13.	Attach a duly filled signed and stamped Confidential Business Questionnaire in the format provided	
M14.	Attach a duly filled signed and stamped Certificate of Independent Tender Determination	

No.	Item Description	Bidder's Response with Evidence Referenced pages – Where applicable YES /NO
M15	Must submit duly filled signed and stamped Declaration of non-debarment form in the format provided Form SD 1	
M16.	Must dully fill signed and stamped anti-corruption declaration form in the format provided SD 2	
M17.	Must submit a duly filled signed and stamped Declaration and Commitment to the code of ethics form in the format provided	
M18.	The tender must be duly signed by the person lawfully authorized to do so. Attach an authorization letter (Power of Attorney) appointing authorized Officer to sign the tender documents commissioned by a commissioner of oath	
M19.	Bidder's document must be properly tape bound and paginated/serialized from the first page to the last page including attachments in the format 1, 2, 3.....	
M20	Must submit atleast 5 recommendation letters (on their letter head) addressed to the CEO/DG Kenya Biovax Institute (written within the tender period) of successful implementation of Microsoft Business Central 365 from other State Corporations within Kenya NB: Reference checks will be carried out and the references must be contactable. Non-adherence to this will nullify the reference.	
Tenderers bids will either be Responsive or Non- Responsive. Failure to Meet Any of the Above Mandatory Requirements will lead to Automatic disqualification.		

3 Assessment of adequacy of Tender's Proposal in connection with Procuring Entity's IT Requirements.

TECHNICAL EVALUATION

S/NO	Category	Evaluation Criteria	Maximum Score	Total
1.	<i>Firms Experience</i>	Provide proof of contracts of 5 projects of enterprise resource planning implementation Letters of award or recommendation letters will not be considered.	One (1) mark per contract	5
2.	<i>Proposed Methodology</i>	Supply, install, configure, support and maintain Enterprise Resource Planning (ERP) System based on MS Dynamics 365 Business Central. Provide a write up on the technical approach and methodology Implementation methodology, Support & Maintenance Structure, Service Level Agreement, Documentation & Reporting	3	10
		Provide a Work plan Allocated Resources, Project Scope Vs Timelines, Presentation (Gantt Charts etc.)	2	
		Provide company profile showing the Organizational Structure, staffing and their expertise	5	
3.	<i>Conformity to technical specifications</i>	Functional, Architectural and Performance Requirements. MS Dynamics 365 BC: Licensing Structure, Functional Modules: Finance, HR & Payroll, Procurement, Fleet Management, Project Management, Administration, BI & MS SharePoint	15	50
		Service Specifications (Supply & Install Items, including achievement of specified performance criteria by the Information System) Functional Modules, including achievement of web-based MS Dynamics 365 BC Portal accessible via desktop or mobile devices, secure access of supporting documentations etc.	5	
		Technology Specifications	15	
		Testing and Quality Assurance Requirements <i>The bidder should define the Quality Management approach and</i>	5	

<i>S/NO</i>	<i>Category</i>	<i>Evaluation Criteria</i>	<i>Maximum Score</i>	<i>Total</i>
		<p><i>methodology that will be used to ensure the system enhancements and support solutions provided are of expected quality and standards by the Board.</i></p> <p><i>The bidder must document the testing strategy to be used for the solutions provided indicating both testing plans and types to be used. Both technical and functional testing must be carried out.</i></p>		
		<p>Service Specifications (Recurrent Cost Items)</p> <p>Support & Maintenance Structure, Service Level Agreement (SLA)</p>	5	
		<p>Implementation Schedule</p> <p>Work plan with actual deliverables (Milestones & Value Add)</p>	3	
		<p>System Inventory (Modules to be implemented and extent of implementation).</p>	2	
4.	Technical Team Qualifications	<p>Project Team Leader</p> <p>Attach detailed CV (1 mark) Academic Qualification (Attach copies of Certificates) – Failure attach (0 marks) Bachelor’s Degree in ICT or related field- (1 mark)/ Diploma (0 marks)</p> <p>Professional qualification required (Attach copies of Certificates) – Failure to attach (0 marks)</p> <ul style="list-style-type: none"> -PMP Certification OR similar certification (1 marks) - Microsoft Dynamics 365 BC Certification. (1 marks) - Other certification in a relevant field e.g. CISA, SQL etc. (1 mark) <p>Experience 7 years’ experience or more in development, implementation & support of ERP systems. (5 marks) Below 7 years (0 marks)</p>	10	30

S/NO	Category	Evaluation Criteria	Maximum Score	Total
		<p>TWO TECHNICAL PERSONNEL</p> <p>Academic Qualification - Attach copies of Certificates – Failure to attach (0 marks) Bachelor’s Degree in ICT or related field- (1 mark x2 = 2 marks) Diploma (0 marks)</p> <p>Professional qualification (Attach copies of Certificates) – Failure attach (0 Marks) Microsoft Dynamics Certification (2 x 1 mark = 2 marks) Other Related certifications e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc. (2 x 1 marks = 2 marks)</p> <p>Experience 5 years’ experience or more in development, implementation & support of MS Dynamics 365 BC ERP, SharePoint, BI, Web Portals and/or CRM systems in an integrated environment. (1.5 X 2 = 3 marks) Below 5 years (0 marks)</p>	10	
		<p>TWO FUNCTIONAL & SUPPORT PERSONNEL</p> <p>Attach CV’s (0.5 x 2marks =1mark) Academic Qualification - Attach copies of Certificates – Failure to attach (0 marks) Degree (ICT or Financial related field) (1 marks x 2 =2 marks) Diploma (1 mark)</p> <p>Professional qualification - Attach copies of Certificates – Failure attach (0 marks) Microsoft Dynamics 365 BC Certification (1 mark x 2 = 2 marks) Other Related certifications e.g. CPA-K, CPSP-K, MCP etc. (1 x 2 = 2marks)</p> <p>Experience 3 Years’ experience or more in implementation, training, configuration & support of MS Dynamics 365 BC ERP.(1.5 marksx2 = 3 marks) Below 3 years (0 marks)</p>	10	

<i>S/NO</i>	<i>Category</i>	<i>Evaluation Criteria</i>	<i>Maximum Score</i>	<i>Total</i>
5.	<i>Transfer of knowledge and training program</i>	Relevance of training program	1	3
		Training approach and methodology	1	
		Qualifications of experts and trainers	1	
6.	<i>Participation by Kenya citizens among proposed Key Experts</i>	To be calculated as a ratio of the Kenyan Key Experts' time-input (in person- months) to the total number of Key Experts' time-input (in person-months) in the Tender's Technical Proposal]	2	2
TOTAL POINTS				100
minimum technical score required to pass				80

The number of points to be assigned to each of the above Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights:

- a) General qualifications (general education, training, and experience): *[insert weight between 10 and 30%]*
- b) Adequacy for the Contract (relevant education, training, experience in the sector or similar assignments): *[insert weight between 60 and 70%]*
- c) Relevant experience in the Kenya (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.): *[insert weight between 0 and 10%]*

Total weight: 100%

FINANCIAL EVALUATION

Tenderers who score less than the required pass will be automatically disqualified. Tenderers who pass the technical evaluation will be evaluated further.

4 Tender Evaluation (ITT 35.5)

Price evaluation: in addition to the criteria listed in ITT 35.5 (a)–(e) the following criteria shall apply:

- i) **Time Schedule:** time to complete the Information System from the effective date specified in Article 3 of the Contract Agreement for determining time for completion of pre-commissioning activities is: No credit will be given for earlier completion. Tenders offering a completion date beyond the maximum designated period shall be rejected.
- ii) **Alternative Technical Solutions for specified parts of the Works, if permitted** under ITT 13.4, will be evaluated as follows: N/A_____
- iii) **Other specific additional criteria-** if permitted under ITT 36.5 (f) the relevant evaluation method, if any, shall be as follows: N/A

iv) **Recurrent Costs** - since the operation and maintenance of the system being procured form a major part of the implementation, the resulting recurrent costs will be evaluated according to the principles given here after, including the cost of recurrent cost items for the initial period of operation stated below, based on prices furnished by each Tenderer in Price Schedule Nos. 3.3 and 3.5. The recurrent cost factors for calculation of the implementation schedule are:

- i) *Number of years for implementation*
- ii) *Hardware maintenance*
- iii) *Software licenses and updates*
- iv) *Technical services*
- v) *Telecommunication services, and*
- vi) *Other services (if any).*

v) **Recurrent cost items for post- warranty service period** if subject to evaluation shall be included in the main contractor, a separate contract signed together with the main contract. Such costs shall be added to the Tender price for evaluation.

5 **Alternative Tenders (ITT13.1)**

An alternative if permitted under ITT 13.1, will be evaluated as follows:

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2- Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

6 **Apply Margin of Preference**

- 6.1 If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).
- 6.2 Contractors for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.
- 6.3 After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
- i) Group A: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
 - ii) Group B: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- 6.4 All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

7 **Post qualification and Contract award (ITT 39), more specifically,**

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
 - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings
 - ii) Minimum average annual construction turnover of Kenya Shillings _____ [*insert amount*], equivalent calculated as total certified payments received for contracts in progress and/ or completed within the last _____ [*insert of year*] years.
 - iii) At least _____ (*insert number*) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings _____ equivalent.
 - iv) Contractor's Representative and Key Personnel, which are specified as _____
 - v) Contractors' key equipment listed on the table "Contractor's Equipment" below and more specifically listed as [*specify requirements for each lot as applicable*] _____
 - iv) Other conditions depending on their seriousness.

a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last _____ (*specify years*). The required information shall be furnished in the appropriate form.

b) Pending Litigation

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last _____ (*specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or on going under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

8 QUALIFICATIONFORM

<i>Item No.</i>	<i>Qualification Subject</i>	<i>Qualification Requirement to be met</i>	<i>Document To be Completed by Tenderer</i>	<i>For Procuring Entity's Use (Qualification met or Not Met)</i>
1	2.1.1 Nationality	Nationality in accordance with ITT 4.5.	Form ELI –2.1.1 and 2.1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.	Form of Tender	
3	2.1.2 Conflict of Interest	No- conflicts of interests as described in ITT 4.3.	Form of Tender	
4	2.1.3 Country Ineligibility	Not having been declared ineligible by the PPRA as described in ITT 4.6.	Form of Tender	
5	2.1.4 State owned Entity of the Procuring Entity country	Compliance with conditions of ITT 4.7	Form ELI –2.1.1 and 2.1.2, with attachments	
6	2.1.5 United Nations resolution or Kenya law	Not having been excluded as a result of prohibition in Kenya laws or official regulations against commercial relations with the Tenderer's country, or by an act of compliance with UN Security Council resolution, both in accordance with ITT 4.8	Form of Tender	
7	History of non-performing contracts	Non-performance of a contract ¹ did not occur as a result of Tenderer's default since 1 st January [insert year].	Form CON - 2	
8	Suspension	Not under suspension based on execution of a Tender Securing Declaration or Tender Securing Declaration pursuant to ITT 4.8 and ITT 20.10	Form of Tender	
9	Pending Litigation	Tenderer's financial position and prospective long-term profitability still sound according to criteria established in 2.3.1 below and assuming that all pending litigation will be resolved against the Tenderer.	Form CON – 2	
10	2.3.1 Historical Financial Performance	Submission of audited balance sheets or if not required by the law of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last ____ [] years to demonstrate the current soundness of the Tenderers financial position and its prospective long-term profitability.	Form FIN – 2.3.1 with attachments	
11	2.3.2 Average Annual Turnover	Minimum average annual turnover of _____ Kenya Shillings equivalent, calculated as total certified payments received	Form FIN –2.3.2	

¹ Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

Item No.	Qualification Subject	Qualification Requirement to be met	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		for contracts in progress or completed, within the last _____ () years		
12	2.3.3 Financial Resources	The Tenderer must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet the following cash-flow requirement: Minimum of _____ Kenya Shillings equivalent.	Form FIN –2.3.3	
13	2.4.1 General Experience	Experience under Information System contracts in the role of prime supplier, management contractor, JV member, or subcontractor for at least the last _____ [____] years prior to the applications submission deadline.	Form EXP-2.4.1	
	2.4.2 Specific Experience	Participation as a prime supplier, management contractor, JV ² member, sub-contractor, in at least _____ (____) contracts within the last _____ () years, each with a value of at least _____ (____), that have been successfully and substantially completed and that are similar to the proposed Information System. <i>[Specify minimum key requirements in terms of physical size, complexity, methods, technology and/or other characteristics from those described in Section VII, Procuring Entity's Requirements</i>	Form EXP 2.4.2	

² For contracts under which the Tenderer participated as a joint venture member or sub-contractor, only the Tenderer's share, by value, and role and responsibilities shall be considered to meet this requirement.

10.**Personnel**

The Tenderer must demonstrate that it will have the personnel for the key positions that meet the following requirements:

No.	Position	Information System Experience <i>[Specify specific experience requirement for the key positions]</i>
1		
2		
3		
...		

The Tenderer shall provide details of the proposed personnel and their experience records in the relevant Forms included in Section IV, Tendering Forms.

11. Subcontractors/vendors/manufacturers

Subcontractors/vendors/manufacturers for the following major items of supply or services must meet the following minimum criteria, herein listed for that item:

Item No.	Description of Item	Minimum Criteria to be met
1		
2		
3		
...		

Failure to comply with this requirement will result in rejection of the subcontractor/vendor.

In the case of a Tenderer who offers to supply and install major items of supply under the contract that the Tenderer did not manufacture or otherwise produce, the Tenderer shall provide the manufacturer's authorization, using the form provided in Section IV, showing that the Tenderer has been duly authorized by the manufacturer or producer of the related sub system or component to supply and install that item in Kenya. The Tenderer is responsible for ensuring that the manufacturer or producer complies with the requirements of ITT 4 and 5 and meets the minimum criteria listed above for that item.

SECTION IV - TENDERING FORMS

1. FORM OF TENDER

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

INSTRUCTIONS TO TENDERERS

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

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

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

Date of this Tender submission:.....[insert date (as day, month and year) of Tender submission] **Tender**

Name **and** **Identification:**.....[insert **identification]** **Alternative**

No.:.....[insert identification No if this is a Tender for an alternative]

To: [Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with Instructions to Tenderers (ITT 8);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 4.8;
- d) **Conformity:** We offer to provide design, supply and installation services in conformity with the tendering document of the following: [insert a brief description of the IS Design, Supply and Installation Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: [Insert one of the options below as appropriate]
[Option 1, in case of one lot:] Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];
Or
[Option 2, in case of multiple lots:] (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];
- f) **Discounts:** The discounts offered and the methodology for their application are:
 - i) The discounts offered are: [Specify in detail each discount offered.]
 - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS ITT 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS ITT 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

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

Name of Recipient	Address	Reason	Amount

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

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- Name of the Tenderer:** **[insert complete name of person signing the Tender]*
- p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from www.pppra.go.ke during the procurement process and the execution of any resulting contract.
- r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- s) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
- i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

- iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya. Further, we confirm that we have read and understood the full content and scope of fraud and corruption as in formed in “**Appendix1-Fraud and Corruption**” attached to the Form of Tender.

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

Title of the person signing the Tender: *[insert complete title of the person signing the Tender]* **Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]* **Date signed** *[insert date of signing]* **day of** *[insert month], [insert year].*

(1) TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

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

General and Specific Details

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

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

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

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

(i) Private or public Company _____

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

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

(iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

i) are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

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

ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

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

Full Name _____

Title or Designation _____

(Signature)

(Date)

1) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

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

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

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

Name _____

Title _____

Date _____

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

③ SELF-DECLARATION FORMS

FORM SD1

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

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

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of **Tender No.....** for..... (*insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

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

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

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD2

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

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

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

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of (*Name of the Business/Company/Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

4) **APPENDIX 1 - FRAUD AND CORRUPTION**

(Appendix 1 shall not be modified)

1. Purpose

1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act, 2015 (the Act) and the Public Procurement and Asset Regulations, 2020 (the Regulations) and any other relevant Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

2.2 Section 66 of the Act describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below high light Kenya's policy of no tolerance for such practices and behavior:

- i) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- ii) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- iii) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
- iv) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- v) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
 - a) Shall not take part in the procurement proceedings;
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
- c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- vi) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- vii) If a person contravenes sub section (1) with respect to a conflict of interest described in sub section (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

2.2 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) “obstructive practice” is:
 - 1) Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - 2) acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
- b) Defines more specifically, in accordance with the Act, provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal processor the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - d) Pursuant to the Act and the Regulations, the Procuring Entity may recommend to PPRA for sanctioning and debarment of a firm or individual, as applicable under the Act and the Regulations;
 - e) Requires that a clause be included in the tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect²all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
 - f) Pursuant to Section 62 of the Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/ will not engage in any corrupt or fraudulent practices.

¹For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in A consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

²Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/ audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies there of as relevant; accessing and examining any other documents ,data and information (whether in hard copy or electronic format) deemed relevant for the investigation/ audit, and making copies there of as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

PRICE SCHEDULE FORMS

Notes to Tenderers on working with the Price Schedules

1.1 General

The Price Schedules are divided into separate Schedules as follows:

- a Grand Summary Cost Table
- b Supply and Installation Cost Summary Table
- c Recurrent Cost Summary Table
- d Supply and Installation Cost Sub-Table (s)
- e Recurrent Cost Sub-Tables (s)
- f Country of Origin Code Table

[insert:]

- 1.2 The Schedules do not generally give a full description of the information technologies to be supplied, installed, and operationally accepted, or the Services to be performed under each item. However, it is assumed that Tenderers shall have read the Technical Requirements and other sections of these tendering documents to ascertain the full scope of the requirements associated with each item prior to filling in the rates and prices. The quoted rates and prices shall be deemed to cover the full scope of these Technical Requirements, as well as overhead and profit.
- 1.3 If Tenderers are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the Instructions to Tenderers in the tendering documents prior to submitting their tender.

2. Pricing

- 2.1 Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be initialed by the Tenderer. As specified in the Tender Data Sheet, prices shall be fixed and firm for the duration of the Contract.
- 2.2 Tender prices shall be quoted in the manner indicated and, in the currencies, specified in ITT 18.1 and ITT 18.2. Prices must correspond to items of the scope and quality defined in the Technical Requirements or elsewhere in these tendering documents.
- 2.3 The Tenderer must exercise great care in preparing its calculations, since there is no opportunity to correct errors once the deadline for submission of tenders has passed. A single error in specifying a unit price can therefore change a Tenderer's overall total tender price substantially, make the tender noncompetitive, or subject the Tenderer to possible loss. The Procuring Entity will correct any arithmetic error in accordance with the provisions of ITT 32.
- 2.4 Payments will be made to the Supplier in the currency or currencies indicated under each respective item. As specified in ITT18.2, no more than two foreign currencies may be used.

1. Grand Summary Cost Table

	DESCRIPTION	<i>[insert: Kenya shillings] Price INCLUSIVE OF ALL TAXES</i>
1.	Supply and Installation Costs (from Supply and Installation Cost Summary Table)	
2.	Recurrent Costs (from Recurrent Cost Summary Table)	
3.	Grand Totals (to Tender Submission Form)	
	Capacity Building Levy 0.03% exclusive of all taxes	

To Note: 1. Year 1 Maintenance and Support after go live will be free

Post Go Live hand holding shall be offered

Prices for Recurrent costs shall be paid when the actual work has been completed.

KBI shall withhold 0.03% of the contract value exclusive of all taxes being the Capacity Building levy of PPRA as per their circular no. 1/2024

Name of Tenderer: _____

_____ Date _____

Authorized Signature of Tenderer:

2. Supply and Installation Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITT17 and

Line Item No.	Subsystem / Item	Supply and Installation Cost Sub-Table No.	<i>[insert: Kenya shillings] Price</i>	<i>[insert: Local Currency] Price</i>	<i>[insert: Foreign Currency A] Price</i>
1	Project Plan	- -			
2	Subsystem 1				
SUBTOTALS					
TOTAL (To Grand Summary Table)					

Note: - indicates not applicable. "Indicates repetition of table entry above. Refer to the relevant Supply and Installation Cost Sub-Table for the specific components that constitute each Subsystem or line item in this summary table

Name of Tenderer: _____

_____ Date _____

Authorized Signature of Tenderer:

3. Recurrent Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITT 17 and ITT18.

Line Item No.	Subsystem / Item	Recurrent Cost Sub-Table No.	<i>[insert: Kenya shilling] Price</i>	<i>[insert: Foreign Currency A] Price</i>	<i>[insert: Foreign Currency B] Price</i>
	Subtotals (to Grand Summary Table)				

Note: Refer to the relevant Recurrent Cost Sub-Tables for the specific components that constitute the Sub system or line item in this summary table.

Name of Tenderer: _____

Date _____

Authorized Signature of Tenderer: _____

4. Supply and Installation Cost Sub-Table *[insert: identifying number]*

Line-item number: *[specify: relevant line-item number from the Supply and Installation Cost Summary Table (e.g., 1.1)]*

Prices, rates, and subtotals MUST be quoted in accordance with ITT 17 and ITT18.

				Unit Prices / Rates				Total Prices			
				Supplied Locally	Supplied from outside Kenya			Supplied Locally		Supplied from outside Kenya	
Component No.	Component Description	Country of Origin Code	Quantity	<i>[insert: local currency]</i>	<i>[insert: local currency]</i>	<i>[insert: foreign currency A]</i>	<i>[insert foreign currency B]</i>	<i>[insert: local currency]</i>	<i>[insert: local currency]</i>	<i>[insert: foreign currency A]</i>	<i>[insert: foreign currency B]</i>
X.1	_____	--	--	--	--	--	--				
Subtotals (to <i>[insert: line item]</i> of Supply and Installation Cost Summary Table)											

Note: - - indicates not applicable

Name of Tenderer: _____

_____ Date _____

Authorized Signature of Tenderer: _____

5. Recurrent Cost Sub-Table [insert: identifying number] –Warranty Period

Lot number: [if a multi-lot procurement, insert: lot number, otherwise state “single lot procurement”] Line item

number: [specify: relevant line item number from the Recurrent Cost Summary Table– (e.g., y.1)] Currency:

[specify: the currency of the Recurrent Costs in which the costs expressed in this Sub-Table are expressed]

[As necessary for operation of the System, specify: the detailed components and quantities in the Sub-Table below for the line item specified above, modifying the sample components and sample table entries as needed. Repeat the Sub-Table as needed to cover each and every line item in the Recurrent Cost Summary Table that requires elaboration.]

Costs MUST reflect prices and rates quoted in accordance with ITT 17 and ITT18.

Component No.	Component	Maximum all-inclusive costs (for costs in [insert: currency])						Sub-total for [insert: currency]
		Y1	Y2	Y3	Y4	...	Yn	
1.	Hardware and Software Maintenance and support	Incl. in Warranty						
2.	Software Licenses & Updates (BREP and Licenses for 20 users)	Incl. in Warranty. For licences it will start in Feb 26						
2.1	System and General-Purpose Software	Incl. in Warranty						
2.2	Application, Standard and Custom Software	Incl. in Warranty						
3.	Technical Services							
3.1	Sr. Systems Analyst							
3.2	Sr. Programmer							
3.3	Sr. Network Specialist, etc.							
4.	Training of users							
5.	[Identify other recurrent costs as may apply]							
	Annual Subtotals:							--
Cumulative Subtotal (to [insert: currency] entry for [insert: line item] in the Recurrent Cost Summary Table)								

Name of Tenderer: _____ Date _____

Authorized Signature of Tenderer: _____

QUALIFICATION FORMS

1. FOREIGN TENDERERS 40% RULE

Pursuant to ITT 4.11, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE		XXXXXX	

2 Form ELI-1 Tenderer Information Form

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:*[insert date (as day, month and year) of Tender submission]*

ITT No.:*[insert number of Tendering process]*

Alternative No.:*[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law • Establishing that the Tenderer is not under the supervision of the Procuring Entity <input type="checkbox"/> Included are the organizational chart and a list of Board of Directors.

3. Form ELI-1 Tenderer's JV Members Information Form

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture].

Date:*[insert date (as day, month and year) of Tender submission]*

ITT No.:*[insert number of Tendering process]*

Alternative No.:*[insert identification No if this is a Tender for an*

alternative] Page _____ of _____ pages

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity in accordance with ITT 4.6. <input type="checkbox"/> Included are the organizational chart and a list of Board of Directors

4 Form CON-1 Historical Contract Non-Performance and Pending Litigation.

In case a pre-qualification process was conducted this form should be used only if the information submitted at the time of pre-qualification requires updating

Tenderer's Legal Name: _____ Date: _____

JV member Legal Name: _____

ITT No.: _____

Age of _____ pages

Non-Performing Contracts in accordance with Section III, Evaluation and Qualification Criteria			
Contract non-performance did not occur during the stipulated period, in accordance with Sub- Factor 2.2.1 of Section III, Evaluation Criteria			
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
No pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria			
Pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute:	_____

5. Form EXP - 1 Experience – General Experience

Tenderer's Legal Name: _____ Date: _____

JV Member Legal Name: _____ ITT No.: _____

Page _____ of _____ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Tenderer
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____
_____	_____		Contract name: Brief Description of the Information System performed by the Tenderer: Name of Procuring Entity: Address:	_____

*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year.

6. Form EXP – 2 Specific Experience

Tenderer’s Legal Name: _____
 JV Member Legal Name: _____

Date: _____
 ITT No.: _____

Page _____ of _____ pages

Similar Contract Number: ___ of ___ required.	Information		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	<input type="checkbox"/> Prime Supplier	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total contract amount	_____		US\$ _____ -
If member in a JV or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Procuring Entity’s Name:	_____		
Address:	_____ _____		
Telephone/fax number:	_____ _____		
E-mail:	_____		

7. Form EXP – 2 (cont.) Specific Experience (cont.)

Tenderer’s Legal Name: _____
 JV Member Legal Name: _____

Page _____ of _____ pages

Similar Contract No. ___ [insert specific number] of [total number of contracts] ___ required	Information
Description of the similarity in accordance with Sub-Factor 2.4.2 of Section III:	
Amount	_____
Physical size	_____
Complexity	_____
Methods/Technology	_____
Key Activities	_____

8 Form CCC-1 Summary Sheet: Current Contract Commitments/ Work in Progress

Name of Tenderer or partner of a Joint Venture.

Tenderers and each partner to a Joint Venture tender should provide information on their current commitments on all contracts that have been awarded, or for which a Form of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued

Name of contract	Procuring Entity, contact address/tel./fax	Value of outstanding Information System (current US\$ equivalent)	Estimated completion date	Average monthly invoicing over last six months (US\$/month)
1.				
2.				
3.				
4.				
5.				
etc.				

9 Form FIN – 1 Financial Situation

Historical Financial Performance

Tenderer's Legal Name: _____ Date: _____

JV Member Legal Name: _____ ITT No. _____

Page _____ of _____ pages

To be completed by the Tenderer and, if JV, by each member

Financial information in US\$ equivalent	Historic information for previous _____ () years (US\$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- a) Must reflect the financial situation of the Tenderer or member to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified accountant.
- c) Historic financial statements must be complete, including all notes to the financial statements.
- d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

10. Form FIN –2 Average Annual Turnover

Tenderer's Legal Name: _____ Date: _____

JV Member Legal Name: _____ ITT No.: _____

Page _____ of _____ pages

Annual turnover data (applicable activities only)		
Year	Amount and Currency	US\$ equivalent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
*Average Annual Turnover	_____	_____

*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.2.

11. Form F-3 Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria.

Source of financing	Amount (US\$ equivalent)
1.	
2.	
3.	
4.	

12 Personnel Capabilities

i) Key Personnel

Name of Tenderer or partner of a Joint Venture

Tenderers should provide the names and details of the suitably qualified Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

1.	Title of position: ...	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: ...	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position: ...	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position:	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
6...	Title of position:	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>

Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

ii) **Candidate Summary**

Position		Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate information	Name of candidate	Date of birth	
	Professional qualifications		
Present employment	Name of Employer		
	Address of Employer		
	Telephone	Contact (manager / personnel officer)	
	Fax	Email	
	Job title of candidate	Years with present Employer	

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experien

iii) **Technical Capabilities**

Tenderer shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Tenderer should summarize important certifications, proprietary methodologies, and/or specialized technologies that the Tenderer proposes to utilize in the execution of the Contract or Contracts.

(iv) **Manufacturer's Authorization**

Note: This authorization should be written on the Form head of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

Invitation for Tenders Title and No.: _____ [Procuring Entity insert: **ITT Title and Number**]

To: _____ [Procuring Entity insert: **Procuring Entity's Officer to receive the Manufacture's Authorization**]

WHEREAS [insert: **Name of Manufacturer**] who are official producers of _____ [insert: **items of supply by Manufacturer**] and having production facilities at _____ [insert: **address of Manufacturer**] do here by authorize _____ [insert: **name of Tenderer or Joint Venture**] located at _____ [insert: **address of Tenderer or Joint Venture**] (hereinafter, the "Tenderer") to submit a tender and subsequently negotiate and sign a Contract with you for resale of the following Products produced by us:

We hereby confirm that, in case the tendering results in a Contract between you and the Tenderer, the above-listed products will come with our full standard warranty.

Name [insert: **Name of Officer**] in the capacity of [insert: **Title of Officer**] Signed _____

Duly authorized to sign the authorization for and on behalf of: _____ [insert: **Name of Manufacturer**]

Dated this _____ [insert: **ordinal**] day of _____ [insert: **month**], [insert: **year**]. [add Corporate Seal

(where appropriate)]

(v) Subcontractor’s Agreement

Note: This agreement should be written on the Form head of the Subcontractor and be signed by a person with the proper authority to sign documents that are binding on the Subcontractor.

Invitation for Tenders Title and No.: _____ [Procuring Entity insert: **ITT Title and Number**]

To: _____ [Procuring Entity insert: **Procuring Entity's Officer to receive the Subcontractor's Agreement**]

WHERE AS [insert: **Name of Subcontractor**], having head offices at _____ [insert: **address of Subcontractor**], have been informed by _____ [insert: **name of Tenderer or Joint Venture**] located at _____ [insert: **address of Tenderer or Joint Venture**] (here in after, the “Tenderer”) that it will submit a tender in which _____ [insert: **Name of Subcontractor**] will provide _____ [insert: **items of supply or services provided by the Subcontractor**]. We hereby commit to provide the above-named items, in the instance that the Tenderer is awarded the Contract.

Name [insert: **Name of Officer**] in the capacity of _____ [insert: **Title of Officer**]

Signed _____ Duly authorized to sign the authorization for and on

behalf of: _____ [insert: **Name of Subcontractor**]

Dated this _____ [insert: **ordinal**] day of _____ [insert: **month**], _____ [insert: **year**].

[add Corporate Seal (where appropriate)]

vi) List of Proposed Subcontractors

Item	Proposed Subcontractor	Place of Registration & Qualifications

13 Intellectual Property Forms

Notes to Tenderers on working with the Intellectual Property

Forms

In accordance with ITT 11.1(j), Tenderers must submit, as part of their tenders, lists of all the Software included in the tender assigned to one of the following categories: (A) System, General-Purpose, or Application Software; or (B) Standard or Custom Software. Tenderers must also submit a list of all Custom Materials. These categorizations are needed to support the Intellectual Property in the GCC and SCC.

14 Conformance of Information System Materials

I) Format of the Technical Tender

In accordance with ITT 16.2, the documentary evidence of conformity of the Information System to the tendering documents includes (but is not restricted to):

- a) The Tenderer's Preliminary Project Plan, including, but not restricted, to the topics specified in the TDS ITT 16.2. The Preliminary Project Plan should also state the Tenderer's assessment of the major responsibilities of the Procuring Entity and any other involved third parties in System supply and installation, as well as the Tenderer's proposed means for coordinating activities by each of the involved parties to avoid delays or interference.
- b) A written confirmation by the Tenderer that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Technical Requirements.
- c) Item-by-Item Commentary on the Technical Requirements demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Technical Requirements.

In demonstrating the responsiveness of its tender, the Tenderer must use the Technical Responsiveness Checklist (Format). Failure to do so increases significantly the risk that the Tenderer's Technical Tender will be declared technically non-responsive. Among other things, the checklist should contain explicit cross-references to the relevant pages in supporting materials included in the Tenderer's Technical Tender.

Note: The Technical Requirements are voiced as requirements of the *Supplier* and/or the *System*. The Tenderer's response must provide clear evidence for the evaluation team to assess the credibility of the response. A response of "yes" or "will do" is unlikely to convey the credibility of the response. The Tenderer should indicate *that*—and to the greatest extent practical—*how* the Tenderer would comply with the requirements if awarded the contract. Whenever the technical requirements relate to feature(s) of existing products (e.g., hardware or software), the features should be described and the relevant product literature referenced. When the technical requirements relate to professional services (e.g., analysis, configuration, integration, training, etc.) some effort should be expended to describe how they would be rendered – not just a commitment to perform the [cut-and-paste] requirement. Whenever a technical requirement is for the Supplier to provide certifications (e.g., ISO9001), copies of these certifications must be included in the Technical Tender.

Note: The Manufacturer's Authorizations (and any Subcontractor Agreements) are to be included in Attachment 2 (Tenderer Qualifications), in accordance with and ITT 15.

Note: As a matter of practice, the contract cannot be awarded to a Tenderer whose Technical Tender deviates (materially) from the Technical Requirements – *on any Technical Requirement*. Such deviations include omissions (e.g., non-responses) and responses that do not meet or exceed the requirement. Extreme care must be exercised in the preparation and presentation of the responses to all the Technical Requirements.

- d) Supporting materials to underpin the Item-by-item Commentary on the Technical Requirements (e.g., product literature, white-papers, narrative descriptions of technical approaches to be employed, etc.). In the interest of timely tender evaluation and contract award, Tenderers are encouraged not to overload the supporting materials with documents that do not directly address the Procuring Entity's requirements.
- e) Any separate and enforceable contract(s) for Recurrent Cost items which the TDSITT17.2 required Tenderers to tender.

Note: To facilitate tender evaluation and contract award, Tenderers encouraged to provide electronic copies of their Technical Tender—preferably in a format that the evaluation team can extract text from to facilitate the tender clarification process and to facilitate the preparation of the Tender Evaluation Report.

ii) Technical Responsiveness Checklist (Format)

Tech. Require. No. _	Technical Requirement: <i>[insert: abbreviated description of Requirement]</i>
Tenderer's technical reasons supporting compliance:	
Tenderer's cross references to supporting information in Technical Tender:	

FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Tenders No:

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of _____ under Request for Tenders No. _____ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [**Name of Insurance Company**] having our registered office at (hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this ___ day of _____ 20 __.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Signature of the Guarantor]

[Witness]

[Seal]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

TENDER - SECURING DECLARATION FORM {r 46 and 155(2)}

[The Bidder shall complete this Form in accordance with the instructions indicated] Date:

[insert date (as day, month and year) of Tender Submission]

Tender No.: [insert number of tendering process]

To: [insert complete name of Purchaser] I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we—(a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
 - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/ we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:

Capacity / title (director or partner or sole proprietor, etc.)

Name:

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Tenderer] Dated

on..... day of..... [Insert date of signing]

Seal or stamp

PART 2 – PROCURING ENTITY'S REQUIREMENTS

SECTION V - REQUIREMENTS OF THE INFORMATION SYSTEM

TECHNICAL REQUIREMENT FOR TENDER ON DESIGN, SUPPLY, INSTALLATION, UPGRADE, CUSTOMIZATION, CONFIGURATION, COMMISSIONING, TRAINING, SUPPORT AND MAINTENANCE OF ENTERPRISE RESOURCE PLANNING(ERP) SYSTEM PHASE II (MICROSOFT 365 BUSINESS CENTRAL)

The mandate of the Kenya BioVax Institute (KBI) aims to implement additional modules for an Enterprise Resource Planning (ERP) system that will aid in running seamless day to day operations so as to improve efficiency, accountability, transparency and consistency. The current Institute system has implemented modules for **Finance & Accounts, Supply Chain and Human Resource Module**.

KBI intends to engage a reputable consultant in the provision of a robust ERP solution that meets the Institute's requirements. The described processes are typical functionalities required in the ERP solution which are indicative and not exhaustive. The bidder shall undertake scoping to ensure that the proposed ERP solution covers all the requirements, quality standards applicable to each functional area, statutes, rules and regulations applicable to the functions and the best international practice in each discipline.

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

- a. Manufacturing management
- b. Sales management
- c. Warehouse management
- d. Partnership management
- e. Human resources and administration
- f. QMS and Risk Management
- g. Finance management integrations
- h. Supply Chain Enhancements
- i. Employee self-service portal

The Consultant should take users through the new modules by educating and training. The proposed solution will cover requirements from all the departments in KBI.

The successful bidder should engage with the Institute and agree on a schedule where both parties **MUST** commit themselves to an agreed time frame. The project should be completed within **six (6) months** after project contracting.

Bidders will be required to provide post implementation support and maintenance services for **One (1) year with the possibility of renewal annually for 3 years subject to performance evaluation**, the cost of which should be included in the contract sum. Implementation matrix should be well captured in the bid document.

Objectives of the assignment

To enhance service delivery the Institute desires to:

- a) Perform installation, configuration and implementation ERP applications and the required licenses.
- b) Ensure integration to existing modules of Finance, procurement and Human Resource management.
- c) To purchase enterprise resource application licenses.
- d) Planning System and a database management system that will address the automation of the entire organization. It is envisaged that the ERP will be available to internal users at Headquarters, users at the

- Two Regional Offices around the country while customers and stakeholders will access part of the system through a web portal.
- e) Enhance the ability to support management decision-making based upon access to accurate and timely financial and operational information and reports from the ERP system and database system business intelligence reports.
 - f) Improve efficiency and minimize costs by providing flexible, integrated systems that eliminate the need for redundant data entry for effective operational Control.
 - g) Facilitate corporate communication and sharing of information electronically throughout the Institute to improve all aspects of customer service delivery.
 - h) Ensure that KBI users and ICT administrators are suitably trained and equipped in the usage and support of the ERP.
 - i) Make the necessary changes noted and customization based on the user requirements by either coding or modifying the program behind the system to achieve the desired results.
 - j) Ensure that all customizations and additional modules are fully integrated to existing modules of Finance, Supply Chain and Human Resource Modules.
 - k) Test the system by allowing users to work with the modified module/component until it achieves the desired and agreeable results.
 - l) Integrate with external portals with relevant authorities and KBI systems.
 - m) Provide post implementation support services.
 - n) Provide access to both the web-based version and the desktop version.

Scope of Implementation work required

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

- a) Implementation, Enhancement, Support and Maintenance of Enterprise Resource Planning and functionalities required.
- b) Implementation, Enhancement, Support and Maintenance licensed ERP Database System and related software utilities, extensions and add-ons
- c) Project Implementation Services
 - Implementation and customization of various modules and reports
 - Full Integration with existing systems
 - User Acceptance Testing (UAT)
 - Data Migration from current data formats
 - Test & Live Implementation
 - Launch and Go Live
 - Hand holding support.
- d) Training & Certification
 - Business User Training

- Administrators & Super Users

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

Post Implementation Services

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

4.2.1 KEY MINIMUM FEATURES

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

Desired Key Features

1. Employee Self Service
2. Network ready with multi-user authentication password control
3. Web and mobile access with full functionality which enables stakeholders' accessibility.
4. Intuitive graphical interface for a short learning curve
5. Workflow and Alert Management
6. Email Integration
7. Integrating with other existing systems e.g. Finance Management System & Service Portals
8. Process Workflow, Alerts and embedded Document attachment
9. Business Intelligence & Analytics
10. MIS reports on dashboard for different category of users
11. Enterprise performance management
12. Enterprise information management
13. Creation of ad hoc query, reporting, analysis, dashboard, and user- friendly information search and navigation functionality,
14. Installation and configuration of the Business Intelligent Tool
15. Ability to create ad-hoc reports
16. Set up the **role-based access** for each user

4.2.2 METHODOLOGY

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

4.2.3 KNOWLEDGE TRANSFER

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

4.2.4 TECHNOLOGY

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

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

4.2.5 TRAINING

Kenya BioVax Institute (KBI) attaches great importance to the training of its staff at different levels including system support, database administrators, developers, operational personnel and end users.

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

4.2.6 WORKFLOW AND ALERTS

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

4.2.7 ARCHITECTURE

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

4.2.8 DATABASE

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

4.2.9 SECURITY

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

4.2.10 SCALABILITY

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

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

4.2.11 WARRANTY

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

4.2.12 IMPLEMENTATION SCHEDULE

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

5.0 TECHNICAL REQUIREMENTS

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

Table III

TECHNICAL REQUIREMENTS	PRIORITY	DETAILED DESCRIPTION
GENERAL REQUIREMENTS		
1. Common approach to business process modelling and implementation across application modules -approval processing, event notification, task assignments, document management, task scheduling.	Mandatory	
2. Seamless integration between all modules, system data structures and events that incorporate the reflection of these integration points.	Mandatory	

3. Integrated security administration reflective of enterprise and Authority hierarchies including the ability to identify individuals with multiple relationships within areas/departments of the Authority and reflect appropriate security variables for each relationship	Mandatory	
4. Integrated workflow management and inbox capabilities-users look in one location for work-in-progress and task assignments.	Mandatory	
5. Single security sign-on for access to all application modules.	Mandatory	
6. The bidder shall include in the proposal a section for the optimal hardware requirements to utilize the proposed software. This will consist of but not limited to the optimal number and type of servers and how they are distributed, desktop requirements, Storage solution, wide area network capabilities, Printers, magnetic readers and Scanners needed to run the proposed solution.	Mandatory	
7. The system should have been developed using modern programming languages and development tools that will make it easy to support and maintain.	Mandatory	
8. The system should provide report writing tools (visual studio) that make it easy to define new reports and customize existing reports.	Mandatory	
9. Status of user activity logs in the system	Mandatory	
10. Business Intelligence with decision support analytics	Mandatory	
11. Multifactor Authentication, Multi-level security authorizations	Mandatory	
12. Workflow automation with notification capability	Mandatory	
13. Reporting capability for: user permissions and authorizations, Audit trails, status of approvals, system reliability (operational time versus downtime)	Mandatory	
14. Consistency in user personalization layout and design among modules.	Mandatory	

TECHNICAL REQUIREMENTS	Priority	DETAILED DESCRIPTION
INFRASTRUCTURE		

15. Active Directory domain. Active Directory Domain Services (AD DS)	Mandatory	
16. The domain controller must be Microsoft Windows Server 2019 or later, and the domain functional level must be 2019 or more.	Mandatory	
17. VMs that run Finance and Operations (on-premises) components must have access to each other. This access is configured in AD DS.	Mandatory	
18. Acceptable Internet connectivity requirements to the Regional Offices	Mandatory	
19. Virtual Hosting	Mandatory	
Architecture		
20. Support for a three-tier architecture – Client, Application Server/Web Server, Database Server.	Mandatory	
Server		
21. Ability to run on current versions of Windows server systems.	Mandatory	
Database		
22. Ability to support real-time database update of transactions	Mandatory	
23. Ability to support relational databases (RDBMS) MS SQL Server	Mandatory	
24. Ability to support offline-online synchronization -working offline and upload the data into the system once connectivity resumes	Mandatory	
25. Separate database from the application System, database and web interface	Mandatory	
REMOTE ACCESS		
26. Allow remote access to system administrators for support purposes on LAN and through VPN	Mandatory	
27. Ability to support access from various web browsers.	Mandatory	
28. Ability to support Wide Area Network for regional offices and allow secure remote working from anywhere	Mandatory	

29. Remote Desktop required for servicing operations on the virtual machines (VMs) that make up the server deployments.	Mandatory	
Network Protocol		
30. Ability to use dynamic addresses (DHCP) on client computers.	Mandatory	
32. Ability to provide a higher level of security and controls to remote/roaming users.	Mandatory	
Network response time		
33. Latency: AOS to Database: <1ms on LAN. AOS & DBASE servers must be co- located.	Mandatory	

TECHNICAL REQUIREMENTS	PRIORITY	DETAILED DESCRIPTION
SYSTEM ADMINISTRATOR		
System Administration User Interface		
34. Ability to administer the application level, the database level, web, mobile apps and other level	Mandatory	
35. Provide a user-friendly GUI based system administration module.	Mandatory	
System Change Management		
36. Provide controls to prevent system changes from being made directly in the production environment.	Mandatory	
37. Provide tools to log any changes to system configuration settings, installation of patches and changes to system files.	Mandatory	
Performance Monitoring		
38. Provide tools to monitor the system. For example, monitor system response time, system usage, reliability and availability.	Mandatory	
39. Provide tools for alerts due to serious violations of the systems access and controls and malfunctioning.	Mandatory	
40. Provide help system within it for users to be able to address simple issues within the system.	Mandatory	
41. Ability to provide a system wide health check dashboard activities of the system with levels of attentions		

TECHNICAL REQUIREMENTS	PRIORITY	DETAILED DESCRIPTION
ENTERPRISE REQUIREMENTS		
Data Management		
42. Full integration of all sub-systems and modules required to support existing modules integrations	Mandatory	
43. Ability to import and export data into and out common application packages e.g. MS Office suite packages, PDF, and text files.	Mandatory	
44. Ability to automatically schedule data imports and exports to occur based on defined criteria such as time of the day and day of the week.	Optional	
Reporting		
45. Ability to generate ad-hoc reports online 46. and to save them within the system for future use.	Mandatory	
47. Ability to schedule reports to run periodically at a predefined time.	Optional	
48. Ability to combine multiple reports to be run as a batch.	Optional	
49. Ability to support drill down capabilities to data entries.	Mandatory	
50. Ability to provide and set security access privileges to reports per user, department or user group	Mandatory	
51. Ability to support analysis of financial reports using graphs and charts	Mandatory	
52. Ability to define key performance indicators and monitor them through the reporting and analysis tool.	Mandatory	
53. Ability to support analysis of financial reports using graphs and charts.	Mandatory	
54. Provide a user-friendly ad-hoc reporting and analysis tool to assist users in generating reports based on data in the system.	Mandatory	
55. Ability to define key performance indicators and monitor them through the reporting and analysis tool. Performance on levy collection, actual expenditure vs. budget, ratio of recurrent to development expenditure, rate of cost reduction.	Mandatory	

56. Ability to preview reports before printing.	Mandatory	
57. Ability to use multiple querying capabilities to feed the results of one query into another and roll them up into a single report.	Mandatory	

TECHNICAL REQUIREMENTS	PRIORITY	DETAILED DESCRIPTION
WEB BASED ENTERPRISE PORTAL & ERP CLIENT		
58. Support, Web based, Client Remote access facility and mobile capabilities	Mandatory	
59. Web enabled modules that clients can access within LAN and over the Internet via browsers	Mandatory	
60. Automatic timeout for web-based functionalities	Mandatory	
61. Integration to Employee self-service portal and Document Management System.	Mandatory	
62. Workflow/business information processing and management	Mandatory	
63. Employees self service	Mandatory	
GENERAL ADMINISTRATION		
64. Reporting and Business Intelligence Custom Reports	Mandatory	
65. Database SQL Reporting Services enabled	Mandatory	
66. Development and Integration with other corporate Applications Support for Business Audit Trails, Security and Controls		
67. Ability to maintain detailed and summary transaction history by account with audit trail	Mandatory	
68. Ability to secure data and reporting information to appropriate individuals associated with specific departments, roles or functions	Mandatory	
69. Ability to log reversals or corrections without allowing complete deletion	Mandatory	
70. Ability to query audit trails by transaction, by user, by account or GL code and ledger entries	Mandatory	
71. Allow definition of roles with different system permissions which can be assigned to user accounts to ensure segregation of duties including segregation between transaction creator and approver roles	Mandatory	

72. Allow user access to be controlled at numerous levels e.g. menu level, screens level, transaction level and field level	Mandatory	
73. Should provide user Authorization matrix	Mandatory	
74. Exceptional reporting and audit trails	Mandatory	
Integration, Archiving and backups		
75. Data Archiving	Mandatory	
76. Ability to support Replication and automated scheduled backups	Mandatory	
System Integration		
77. Integration with Corporate Emails for workflow and ability to support other systems	Mandatory	
78. Integration to other Government reporting systems eg Ministries,PSC, KRA and others government agencies	Mandatory	

TRAINING, DOCUMENTATION AND SUPPORT

REQUIREMENTS	PRIORITY	DETAILED DESCRIPTION
TRAINING		
79. Provide technical training for application support staff (technical support, security administration, development tools and report writer tools).	Mandatory	
80. Provide training for day-to-day system users covering application usage and report writer tools	Mandatory	
81. Provide training for Kenya BioVax Institute (KBI) senior management on how to access key reports and query transaction and self-service processing	Mandatory	
82. Provide Kenya BioVax Institute (KBI) with role-tailored manuals for end-user, senior management and executive training.	Mandatory	
83. Provide a detailed training schedule that will cover all the operational aspects of the implemented solution.	Mandatory	
DOCUMENTATION		
84. Provide a quick reference module specific documentation for day-to-day reference by end users	Mandatory	
85. Ability to provide users with context specific on-line help related to their current navigation in the application	Mandatory	

86. System documentation – system structure schema, interface specifications, data/object/application descriptions, customizations and any code used that is not inherent in the original application.	Mandatory	
87. Operation / Administration -installation and configuration manuals, operator manuals, system / database / performance / security administration manuals, restart and recovery manual, backup and restoration manual, archiving manual	Mandatory	
88. Data dictionary and database design documentation to facilitate preparation of ad-hoc reports	Mandatory	
89. Software Development documentation - toolkit manuals, API manuals	Mandatory	
90. New version release notes	Mandatory	
91. Fix and patch notes	Mandatory	
92. Online help support manual	Mandatory	
SUPPORT		
93. Bidder must have a comprehensive support procedure for Kenya BioVax Institute (KBI)	Mandatory	
94. The bidder must have qualified and certified professional Consultants/systems engineers/programmers to offer functional and technical support.	Mandatory	
95. Access to online support system	Mandatory	
96. Warranty Service: Warranty will be for a period of one(1) year after go-live. Support during this period is expected to be on site. Software issues/bugs/support calls will be raised in formats to be defined as part of project mobilization.	Mandatory	
97. Post-warranty maintenance services: User support after warranty period is expected to be within working hours from 8AM to 5PM Kenyan time excluding weekends and public holidays. Expected response time will be 24hrs after raising a support call in line with the format to be	Mandatory	

<p>98. Data Conversion and Migration: The data will be migrated into their respective functional management systems and before go-live each functional area will be required to sign-off the data migrated. The data to be migrated includes but not limited to Finance and accounts, HR and personnel, procurement items, assets and other modules.</p>	<p>Mandatory</p>	
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6.0 WORK METHODOLOGY

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

- a. Project Preparation.
- b. System Study/Business Process Design/scoping
- c. Realization/configuration/customization/development. Integration, Testing and Acceptance.
- d. Validation.
- e. Data extraction, transformation and migration.
- f. User and Technical training.
- g. User adoption and support.
- h. System stabilization support.
- i. Post implementation support.

7.0 MODULES

Table IV

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
A.	SALES MODULE	
	<ol style="list-style-type: none"> 1. Sales Orders: Create, manage, and process sales orders. Includes order creation, invoicing, and shipping functionalities. 2. Sales Quotes: Generate and manage sales quotes for potential customers, with options to convert them into sales orders. 3. Sales Invoices: Generate and manage invoices for sales orders, including options for partial invoicing. Sales Credit Memos: Process returns and adjust invoices through credit memos. 4. Sales Orders and Invoices Integration: Integration with inventory, accounting, and shipping modules for seamless processing. 	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<ol style="list-style-type: none"> 5. Customer Records: Manage customer information including contact details, addresses, and payment terms – with ability to provide feedback. 6. Customer Segmentation: Segment customers for targeted marketing and sales strategies. 7. Customer Credit Limits: Define and manage credit limits for customers to control risk. 8. Product Catalog: Manage product information including descriptions, pricing, and inventory levels. Price Lists: Set up and manage price lists and discounts for different customer groups or individual customers. 9. Sales Price Adjustments: Apply discounts and special pricing rules to sales transactions. 10. Shipping and Handling: Manage shipping and handling processes, including shipment tracking and delivery scheduling. 11. Inventory Management: Integration with inventory to ensure accurate stock levels and availability. Warehouse Management: Integration with warehouse management systems for efficient order fulfillment. 12. Sales Reports: Generate standard and custom reports on sales performance, customer activities, and financial metrics. 13. Dashboards: Visualize key performance indicators (KPIs) and sales metrics through interactive dashboards. 14. Data Analysis: Tools for analyzing sales trends, forecasting, and customer behavior. 15. ERP Integration: Seamless integration with other ERP modules like Finance, Inventory, and Manufacturing. 16. CRM Integration: Integration with Customer Relationship Management (CRM) systems for enhanced customer insights and engagement. 17. Third-Party Applications: Support for integration with third-party applications and services through APIs and connectors. 18. Extensions: Support for adding custom extensions and modules to tailor the Sales module to specific business needs. 19. APIs: Availability of Application Programming Interface (APIs) for integration with external systems and applications. 	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<ul style="list-style-type: none"> 20. Customization: Ability to customize forms, workflows, and reports to align with business processes. 21. Role-Based Access Control: Define user roles and permissions to control access to sales data and functionalities. 22. Audit Trails: Track changes and maintain audit trails for compliance and reporting purposes. 23. Data Protection: Compliance with data protection regulations and security standards to protect customer and sales data. 24. User Interface: Modern, intuitive interface designed for ease of use and productivity. 25. Mobile Access: Access to sales functionalities via mobile devices for on-the-go management. 26. Training and Support: Access to training resources and support services to help users get the most out of the Sales module. 	
B.	MANUFACTURING MODULE	
	<ul style="list-style-type: none"> 1. Production Orders: Create and manage production orders, including planning, scheduling, and tracking. Supports both discrete and process manufacturing. 2. Production Bill of Materials (BOM): Define and manage the BOM for products, including components, quantities, and production methods. 3. Routing: Establish routing information for manufacturing processes, including work centers, operations, and time calculations. 4. Capacity Planning: Manage and plan production capacity, including work centers, machine availability, and labor resources. 5. Work Orders: Manage work orders for specific tasks within the production process, tracking progress and resource usage. 6. Master Production Scheduling (MPS): Create production schedules based on forecasted demand and inventory levels. 7. Material Requirements Planning (MRP): Automate the planning of materials and components required for production, including reorder points and safety stock levels. 8. Finite and Infinite Scheduling: Support for both finite scheduling (with constraints on capacity) and infinite scheduling (ignoring capacity constraints). 	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<p>9. Inventory Management: Integration with inventory management for tracking raw materials, work in progress, and finished goods.</p> <p>10. Warehouse Management: Support for managing warehouse operations related to manufacturing, including stock movements and picking/packing processes.</p> <p>11. Quality Control: Implement quality control processes and inspections to ensure products meet specifications.</p> <p>12. Quality Assurance: Manage quality assurance processes, including defect tracking and resolution.</p> <p>13. Cost Tracking: Track production costs including materials, labor, and overhead.</p> <p>14. Cost Analysis: Analyze production costs to identify opportunities for cost reduction and efficiency improvements.</p> <p>15. Standard vs. Actual Costs: Compare standard costs with actual costs to monitor performance and variance.</p> <p>16. Production Reports: Generate reports on production performance, efficiency, and cost analysis.</p> <p>17. Dashboards: Use interactive dashboards to visualize key manufacturing metrics and performance indicators.</p> <p>18. Data Analysis: Tools for analyzing production data, identifying trends, and forecasting future needs.</p> <p>19. ERP Integration: Seamless integration with other ERP modules such as Finance, Sales, and Procurement.</p> <p>20. CRM Integration: Integration with CRM systems for enhanced customer management and order fulfillment.</p> <p>21. Third-Party Systems: Support for integration with third-party systems and applications through APIs and connectors.</p> <p>22. Extensions: Support for custom extensions and modules to tailor the Manufacturing module to specific business requirements.</p> <p>23. APIs: Availability of APIs for integrating with external systems and custom applications.</p> <p>24. Customization: Ability to customize forms, workflows, and reports to meet specific manufacturing needs.</p>	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<p>25. Role-Based Access Control: Define user roles and permissions to control access to manufacturing data and functionalities.</p> <p>26. Audit Trails: Maintain audit trails for changes and transactions to support compliance and traceability.</p> <p>27. Data Protection: Compliance with data protection regulations and security standards to safeguard manufacturing and business data.</p> <p>28. User Interface: Modern and intuitive interface designed for ease of use and efficiency in managing manufacturing processes.</p> <p>29. Mobile Access: Access to manufacturing functionalities via mobile devices for on-the-go management and data entry.</p> <p>30. Document management - for management of all production-related documents such as SOPs and manuals.</p> <p>31. Calibration management - for management of calibration schedules for equipment used in production.</p> <p>32. Change management - for tracking and managing changes experienced during production e.g. in production orders.</p> <p>33. Training and Support: Access to training materials and support resources to assist users in leveraging the full capabilities of the Manufacturing module.</p>	
C.	WAREHOUSE MANAGEMENT MODULE	
	<ol style="list-style-type: none"> 1. Location Management: Supports multiple warehouse locations and bins within each location. Users can define the layout and structure of warehouses for optimal space utilization. 2. Warehouse Activities: Includes functionalities for receiving, picking, packing, and shipping goods. Activities are managed through tasks and work orders. 3. Directed Put-away and Pick: Automated guidance for placing inventory in the best location and picking items efficiently, often using barcode scanning. 4. Inventory Tracking: Supports tracking inventory by various attributes such as serial numbers, lot numbers, and expiration dates. 5. Replenishment: Automated replenishment processes to maintain optimal stock levels. Includes setting up reorder points and safety stock levels. 	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<p>6. Item Tracking: Detailed tracking of item movements and inventory changes, including adjustments, transfers, and transactions.</p> <p>7. Barcode Scanning: Integration with barcode scanners to streamline data entry and reduce errors in warehouse operations.</p> <p>8. Mobile Device Support: Access and manage warehouse tasks using mobile devices, enhancing flexibility and efficiency for warehouse staff.</p> <p>9. ABC/XYZ Analysis: Categorize inventory items based on their value and demand, enabling targeted inventory management strategies.</p> <p>1. Warehouse Layout Design: Define warehouse layout, including bin locations, aisles, and zones, to optimize space utilization and picking efficiency. EDI Integration: Electronic Data Interchange (EDI) capabilities for automating transactions and communications with suppliers and customers.</p> <p>2. Zone and Bin Setup: Ability to configure different zones and bins within a warehouse to manage inventory placement and retrieval efficiently.</p> <p>3. Warehouse Templates: Use of templates to standardize and quickly set up warehouse configurations across multiple locations.</p> <p>4. Cross-Docking: Support for cross-docking to streamline the movement of goods from receiving directly to shipping, bypassing storage.</p> <p>5. Warehouse Reports: Pre-defined and customizable reports on inventory levels, warehouse performance, and operational efficiency.</p> <p>6. Dashboard and KPIs: Interactive dashboards and key performance indicators (KPIs) to monitor warehouse operations in real-time.</p> <p>7. Data Export: Ability to export data to various formats (e.g., Excel) for further analysis and reporting.</p> <p>8. Role-Based Access: Define user roles and permissions to control access to various warehouse functionalities and data.</p> <p>Audit Trails: Maintain audit trails for tracking changes and transactions within the warehouse module for compliance and monitoring.</p> <p>9. Sales and Purchase Orders: Integration with sales and purchase order modules for seamless order fulfillment and inventory management.</p>	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<ol style="list-style-type: none"> 10. Manufacturing: Coordination with manufacturing processes to manage raw materials and finished goods within the warehouse. 11. Finance: Integration with financial modules for accurate cost tracking, invoicing, and accounting related to warehouse operations. 12. Customization: Ability to customize warehouse processes and workflows to fit specific business needs. 13. Extensions: Support for extensions and add-ons to enhance or add new functionalities to the warehouse module. 14. Cloud-Based: Business Central is a cloud-based solution, requiring internet access and compatible web browsers. 15. Hardware: Access via various devices including desktops, tablets, and smartphones. Hardware requirements are minimal as the system is cloud-hosted. 	
D.	PARTNERSHIP MODULE	
	<ol style="list-style-type: none"> 1. Entities: Manage entities such as vendors, customers, and contacts that can be part of a partnership. 2. Tables: Use tables for storing partnership data, such as Vendor, Customer, Contact, and custom tables if needed. 3. Fields: Custom fields for tracking partnership-specific data (e.g., partnership status, agreements). 4. APIs and Web Services: Integration with other systems using REST APIs or SOAP web services to synchronize partnership data. 5. Data Import/Export: Tools for importing and exporting data related to partnerships, including support for file formats like Excel, CSV, and XML. 6. Workflows: Automate processes related to partnerships, such as approval workflows for partnership agreements or notifications for partnership activities. 7. Business Rules: Set up rules for managing partnership-related tasks, such as automatic updates to partnership statuses or triggering actions based on certain criteria. 8. Role Centers: Customizable role centers for different users (e.g., partnership managers) to provide relevant information and tasks. 9. Pages: Custom pages and forms for managing partnership details, agreements, and communications. 10. Reports and Dashboards: Custom reports and dashboards to track partnership performance, ongoing projects and metrics. 	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<p>11. Permissions and Roles: Define roles and permissions for users managing partnerships to ensure proper access control.</p> <p>12. Data Protection: Ensure compliance with data protection regulations by managing data access and security settings.</p> <p>13. AL Code: Use AL programming language to customize or extend functionality, including creating custom objects, pages, and reports.</p> <p>14. Extensions: Develop and deploy extensions to add specific partnership-related features or integrate with other systems.</p> <p>15. User Documentation: Provide documentation and training materials for users on how to manage and utilize the partnership module.</p> <p>16. Support: Access to technical support and resources for troubleshooting issues related to partnership management.</p> <p>17. Audit Trails: Track changes and activities related to partnerships for compliance and auditing purposes.</p> <p>18. Compliance Checks: Implement checks and validations to ensure that partnership activities adhere to organizational policies and regulations.</p>	
E.	HUMAN RESOURCE MODULE	
	<p>Recruitment</p> <ol style="list-style-type: none"> 1. Online portal for employee recruitment and continuous recruitment for internship/attachment personnel 2. Ability to define and track closing dates for advertised positions 3. Ability to capture applicants data in the system 4. Ability to produce a short list from applicants data based on defined requirements for a vacant position 5. Ability to retain a database of previous job applications and CVs. This should be searchable by Job description and the date of the application. <ol style="list-style-type: none"> a. Longlisting Report b. Shortlisting Report c. Interview Report <p>Performance management</p> <ol style="list-style-type: none"> 6. Goal Setting: <ol style="list-style-type: none"> a. Objective Setting: Employees and managers collaboratively define clear, measurable, achievable, relevant, and time-bound (SMART) goals. b. Key Result Areas (KRAs): Define key areas of responsibility and expected outcomes. c. Performance Indicators (KPIs): Establish quantifiable metrics to track progress towards goals. 7. Performance Tracking & Monitoring: <ol style="list-style-type: none"> a. Regular Check-ins: Facilitates ongoing feedback and discussions between employees and managers. b. Progress Tracking: Monitor employee progress towards goals throughout the appraisal period. 	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<p>c. Document Sharing: Share relevant documents, presentations, and project updates.</p> <p>8. Appraisal Forms & Templates:</p> <p>a. Customized Forms: Create and customize appraisal forms based on job roles, departments, and company-specific requirements.</p> <p>b. 360-Degree Feedback: Gather feedback from multiple sources, including peers, subordinates, and customers.</p> <p>c. Self-Appraisal: Enable employees to conduct self-assessments and provide insights into their performance.</p> <p>9. Appraisal Workflow & Approvals:</p> <p>a. Automated Workflow: Define and automate the appraisal workflow, including approvals from managers, HR, and other stakeholders.</p> <p>b. Notifications & Reminders: Send automated notifications and reminders to employees and managers at each stage of the appraisal process.</p> <p>c. Audit Trail: Maintain a complete record of all appraisal activities and approvals.</p> <p>10. Performance Reviews & Feedback:</p> <p>a. Formal Reviews: Conduct formal performance reviews at predefined intervals (e.g., quarterly, annually).</p> <p>b. Constructive Feedback: Provide timely and constructive feedback to employees on their performance.</p> <p>c. Development Plans: Create and implement development plans to address performance gaps and enhance employee skills.</p> <p>11. Reports:</p> <p>a. Performance Dashboards: Visualize key performance metrics and trends.</p> <p>b. Custom Reports: Generate customized reports based on specific requirements (e.g., performance by department, top performers, areas for improvement)</p> <p>c. Mid-year appraisal report</p> <p>d. End-year appraisal report</p> <p>e. Employee self-evaluation reports</p> <p>12. Provide for mid-year and end-year performance reviews and ratings</p> <p>13. The system should allow employees to complete self-evaluations periodically to assess their own progress.</p> <p>14. Provide for instant feedback- This will help supervisors to address a problem as soon as it arises</p> <p>15. The system should provide for 'supervisor log' to keep a regular log of how employees are performing, giving them a handy reference on employee progress</p> <p><u>Training and Development</u></p> <p>16. Provide for effective management of training requirements of the Institute.</p> <p>17. Provide for designing and development of a training calendar as per the employee's requirement.</p>	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	<p>18. The system should automatically prompt employees on the upcoming training sessions.</p> <p>19. Provide for preparation of progress training sheets for employees.</p> <ol style="list-style-type: none"> a. Training Calendar b. Training evaluation reports c. Training Needs Assessment (TNA) reports <p>Leave management</p> <p>20. Provide for flexibility in defining several types of leaves and set rules against them and facilitate leave requisition process and a leave approval workflow</p> <p>21. Provide for leave application</p> <p>22. Provide for leave approvals</p> <p>23. Provide for leave recalls</p> <p>24. Leave Policy Module: Defines and maintains leave policies for different employee categories.</p> <p>25. Integration Module: Enables seamless integration with other HR systems and payroll.</p> <p>26. Administration Module: Provides system configuration, user management, and maintenance capabilities. Leave balance reports</p> <ol style="list-style-type: none"> a. Leave utilization reports b. Compliance Reports 	
	a. Half Yearly and Annual appraisal template and workflows	
	b. Performance contracting template	
	c. End-to-end recruitment processing (Job application, longlisting, shortlisting, results notifications to applicants)	
	d. Customer feedback (to ensure that this can incorporate customer complaint handling mechanisms)	
F.	FINANCE MODULE	
	<ol style="list-style-type: none"> 1. Integration with Bank's for payments (payment vouchers, payroll payment file (EFT), imprest vouchers, etc.) 2. sends payment details (amount, beneficiary account, etc.) to the bank's API. 3. The bank API should processes the payment instruction. 4. The system should be able to receive confirmation from the bank 5. System updates the payment voucher status based on the bank's response 6. The system should sends the payroll payment file to the bank's API. 7. The ERP system should allow for automatic real time reconcillation bank accounts upon any transaction settlement 8. Data Mapping: Ensure accurate and flexibility of mapping of data fields between System and the bank's API, based on different bank setups. 9. Security: Implement robust security measures, such as encryption and authentication, to protect sensitive financial data. 10. Error Handling: Implement mechanisms to handle potential errors during payment processing and reconciliation. 11. Bank Compatibility: Ensure compatibility with the specific bank's API and its supported feature. 	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
G.	INTRANET/WEB PORTAL(ESS)	
	Functional Requirements	
a)	<p>a) Purpose The purpose of this document is to outline the functional requirements for the development and implementation of an intranet/portal system for BioVax in Kenya. This system will facilitate internal communication, document sharing, and collaboration among employees.</p> <p>b) Scope This intranet/portal system will serve all employees of [Your Organization] and will include features such as document management, employee directory, news updates, and event calendars.</p> <p>c) User Roles and Permissions Employees: Access to documents, submit requests, view news and events. Managers: Manage documents, approve requests, post updates. Administrators: Full access to system settings, user management, and analytics.</p> <p>d) Document Management Ability to upload, download, and delete documents. Version control for documents. Search functionality to locate documents by keywords or tags.</p> <p>e) Employee Directory A searchable database of employees including name, department, contact information, and job title. Ability for employees to update their profiles.</p> <p>f) News and Updates A section for posting company news, announcements, and updates. Ability to categorize news (e.g., HR updates, events, policy changes).</p> <p>g) Event Calendar A shared calendar for company events, meetings, and deadlines. Notifications for upcoming events sent via email or through the app.</p> <p>h) Request Submission System A form for employees to submit various requests (e.g., leave applications, equipment requests). Workflow for managers to review and approve/reject requests.</p>	
Non-Functional Requirements		
	<p>a) Performance The system should load within 3 seconds on average network connections in Kenya.</p> <p>b) Security Data encryption for sensitive information. User authentication and role-based access controls.</p> <p>c) Usability User-friendly interface that is easy to navigate. Compatibility with mobile devices.</p>	
Implementation Considerations		
	<p>a) Hosting Environment The intranet will be hosted on a secure platform to ensure compliance with local data protection regulations.</p>	

NO.	MODULE AND SUB-MODULES	RESPONSE/COMMENT
	b) Training Provide training sessions for all employees to familiarize them with the new system.	
	1. Leave Management: <ol style="list-style-type: none"> Leave Applications: Submit, track, and cancel leave requests (casual, sick, annual, maternity/paternity, etc.) Leave Balances: View available leave balances and historical leave records. Leave Policies: Access and understand company leave policies. 2. Payslips: <ol style="list-style-type: none"> View Payslips: Access current and historical payslips. Download Payslips: Download payslips in various formats (PDF, Excel). Download P9: Download P9 in various formats (PDF,Excel) 	
	<ol style="list-style-type: none"> User-Friendly Interface: Intuitive and easy-to-navigate interface for all employees. Mobile Accessibility: Accessible on desktops, laptops, tablets, and smartphones. Security: Robust security measures to protect sensitive employee data. Integration: Seamless integration with finance, HR & payroll systems (e.g., payroll, HRIS). 	

SUPPLY CHAIN MODULE ENHANCEMENT

No.	Online System Requirements	Bidders Response	Reference Page in the Document
That are in line with Public Procurement and Asset Disposal Regulation (PPDR) 2020 – regulation 49 – 64 and related sections to ensure that system will integrate well with the National Treasury e-procurement system			
	Summary <ol style="list-style-type: none"> Procurement planning Registration and Pre-qualification of Suppliers Initiation of Procurement Process-Requisitioning E-Procurement of Goods, Works and Services – Tendering Processes Preparation of LPO/LSO Contract drawing/preparation, monitoring and management Inventory Control, Asset and Stores Management and Distribution Goods/Services Receipts and Inspections Asset Management Stores Management Stock taking Disposal of Assets 		
A.	Procurement Planning		
1.	The system must allow creation of goods, items, works and consultancy services to guide in procurement planning-allow long text in the Procurement template – Statutory template which may change from time to time;		
2.	The system shall allow categorization of goods/services/works/consultancy and non-consultancy services;		

3.	Allow creation user departments/sections/divisions/regional/sub-centres and donor projects procurement plans in the required format/template in tandem with their approved budgets;		
4.	Ability to generate/create Consolidated procurement plan from the approved users- Departments/Sections/Divisions/Regional Plans into a master/Consolidated procurement plan in the required format/template;		
5.	Ability to allow to drill down to specific quantities of an item per department/section/regions/sub-centres on the approved Consolidated Procurement Plan;		
6.	The system shall not allow procurement of an item/service that is not planned/captured in the approved consolidated procurement plan;		
7.	Capability to allow for Procurement plan review and re-allocation of funds;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
8.	Ability to define an Individual procurement plan that is linked to the specific budget account;		
9.	Ability to analyse current status of consolidated procurement plan on implementation and drill down to department/section/regions/sub-centres and donor projects;		
10.	Ability to allow electronic approval of the Consolidated Procurement plan –Workflows to the Board Level (integrate with the e-board);		
11.	Ability to allow for the Review of departments/divisions/regional/sub-centre and donor funded projects procurement plans and drills up to the consolidated procurement plan;		
12.	The system should be able to sent alerts to users and supply chain management on due procurements to trigger initiations;		
13.	The system shall allow the interfacing with National Treasury e-procurement for submission of the approved procurement plan and any other statutory requirements; and		
14.	Capabilities to support for multiple languages for procurement catalogs.		
Reports			
15.	The system shall generate yearly/multi-year approved consolidated procurement plan in the approved template/format		

16.	The system shall be able to generate procurement plan allocations to AGPO, PWD's, - a % of the total consolidated procurement.		
17.	The system shall generate consolidated departments/divisions/regional/sub-centre and donor funded projects procurement plans status on quarterly, Half year and yearly basis.		
18.	The system shall provide a report on items not procured in the financial year		
B. Registration & Pre-qualification of Suppliers			
19.	The System should allow for uploading of the application for registration documents and pre-qualification standard tender documents;		
20.	The system must support online supplier portal for registration/pre-qualification of suppliers into various categories both open and AGPO Groups and uploading the necessary attachments by the applicants;		
No.	Online System Requirements	Bidders Response	Reference Page in the Document
21.	The system shall allow evaluation and generate a prequalified/registered list of suppliers;		
22.	The system shall allow posting of approved suppliers in the system;		
23.	The system shall allow notification of the results to the applicants online;		
24.	The system shall allow continuous registration of AGPO registered Groups;		
25.	The system shall capture all the details of suppliers including mandatory and maintain suppliers master data base requirements for registration/prequalification of supplier - Statutory Requirements;		
26.	The system allows registration of suppliers participating in specific tenders;		
27.	The system must be able to create category of goods and services for the suppliers;		
28.	The system should be able to allow registration of suppliers based on unique multiple supplier identification number such as PIN, Internal reference numbers etc up to a maximum of three categories;		
29.	System should capture 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);		
30.	The system MUST be able to block the suppliers who have been debarred and unblock upon clearance;		
31.	The system MUST be able to record complaints about the supplier;		

32.	Ability to carry out suppliers performance on parameters such as late deliveries per year, number of LPO that have been awarded to supplier groups such as AGPO amongst others;		
33.	System should keep necessary supplier information such as: <ol style="list-style-type: none"> 1. Name 2. Supplier code 3. Business Location 4. PIN registration 5. CR 12/13- and Directors 6. Suppler Tax Compliance & Pin No expiry date 7. Business Permit Number- County of issue –Expiry 8. Any other Professional registration 9. Supplier Type-Category of registration 10. Contact persons 11. Email address 		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	12. P.O Box Number 13. Default payment currency 14. Default bank account (EFT details) 15. Payment Methods 16. Payment Terms 17. Date		
34.	The system should be able to alert on supplier expiry dates of statutory requirements - KRA, AGPO, NCA etc		
Reports			
35.	The system shall generate a supplier performance report;		
36.	The system shall generate Price list per supplier report;		
37.	The system shall generate a report on annual registered and prequalified suppliers list;		
38.	The system should maintain Purchases year to Date (YTD) in number and currency per supplier;		
39.	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;		
40.	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;		
41.	The system MUST support LSO/LPO generation of a report history of bidders who have been given work many times (to promote fairness); and		
42.	The system must be capable to provide quarterly reports to procurement awarded to the various categories of suppliers		
C. Initiation of Procurement - Requisitioning- Raising of online requisitions and online approval of requisitions			
43.	Ability to allow end users to create the various categorization of purchase requisition form/template capturing all details as per the item category format based on the procurement plan;		
44.	The system should allow for attachment of specifications and any other relevant documents to the requisition for works, goods and services-default requirement-except store items;		
45.	The system must be able to allow goods services requisitioned be expensed from approve procurement plan;		

46.	Ability to purchase an item by way of using funds checking from both capital and recurrent budget partially;		
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No.	Online System Requirements	Bidders Response	Reference Page in the Document
D. Tendering Processes - Sourcing of goods, works and services			
61.	Ability to allow receipt of approved requisition; the request pending for approval;		
62.	Ability to allow the determination of procurement methods based on the threshold;		
63.	The system shall allow for approval of online requisition forms and forwarding to Supply Chain Management Workflow – allow for comments for more input, or templates/standard tender documents; reasons for rejection- comments- default requirement;		
64.	Ability to generate the various Standard tender documents RFQ/ RFP/ OJEN/ DIRECT/ etc. online; approval of the reference numbers, opening and closings. These include: Electronic data/ approvals at the user department level (name, designation, department, Division, date of approval;		
65.	Ability to allow the invitation of registered/pre-qualification suppliers to raise requisition for Restricted Tenders, Direct tenders, RFPs;		
50.	Ability to allow submission of tenders/bids online with security features;		
66.	Ability to allow submission of tenders/bids online with security features;		
51.	System; have facility to check existing vendor valid contract for item on framework agreements and allow for creation of IPTs - Opening, Evaluation, Contract Implementation Team, Inspection and acceptance		
67.	The system should not allow duplication of numbers/serialization of PR;		
52.	The system should not allow duplication of numbers/serialization of PR;		
53.	The system should have a capability for Workflow on the approvals depending on the thresholds from the regions should allow for approvals at the HQ/quarters and bids;		
69.	The system should have a capability for Workflow on the approvals depending on the thresholds from the regions should allow for approvals at the HQ/quarters and bids;		
70.	Capabilities for a connection between documents such as the Requisition, Quotation, LPO, Contracts, Inspection and Acceptance Evaluation reports, Professional opinion, tender awards, Certificates, Invoices and GRN Support for e-Procurement (e-tendering, bidding, e-opening,)		
71.	Allow logging in of members of the various committees;		
72.	Ability for the tenderers to register online while submitting tenders;		
55.	Ability to allow end users to create the various requisition form/template		
74.	Ability to determine how many tenders have been submitted; categorization of purchase requisition form/template capturing all details as per the item category format based on the procurement plan;		
74.	Ability to upload Evaluation forms - Bids issued during purchase requisition should be available during evaluations - capturing the Mandatory criteria, Experience of the Firm, technical evaluation		
56.	The system shall generate report on requisitions status at a particular time level; e.g. –the procurement process stage – Evaluation, Items delivered;		
57.	The system shall generate report on approved/rejected requisitions;		
57.	Ability to allow for forwarding of regrets and awards letters to suppliers;		
58.	The system shall generate Annual and quarterly and monthly departmental requisition status report by retrieving the information from the captured bids' details. on aging of requisitions; and		
77.	System should support alerts on opening/submission dates, tender opening periods, tenders called for requisition and pending, finalised and on hold		
60.	Ability to report tenders called for requisition and pending, finalised and on hold days, RFP -14 -21 days may vary;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
78.	The system MUST allow modification of submission dates-extension only;		
79.	The system should have the functionality to manage procurements through the different public procurement methods;		
80.	System to provide a portal for bidders and support access procurement through electronic reverse auction;		
81.	Ability to query on number of RFQ's/ bids issued to a supplier within a certain period and how many of the bids the supplier won; and		
82.	Ability to allow creation of e-procurement file -Linking the codes of individual procurement plan, Bid document number, addendums, Supplier submitted bids, Opening minutes, Evaluation report, Negotiation minutes, Professional Opinion, Award/regrets letters, Contracts/LPO's/LSO's to each purchase requisition(s). – A complete procurement file into e-procurement registry.		
Reports			
83.	Must generate evaluation reports		
84.	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.		
85.	The system MUST be able to generate reports on a summary of tender awards by procurement method, value, reserved tenders etc.		
86.	Generate report of members of the various committee logging in, including bidders during opening of tenders		
E. Preparation of Local Purchase/Service–LPO/LSO.			
87.	The system shall allow generation of LPO/LSO in the agreed template/form linked with purchase requisition, evaluation report, professional opinion;		
88.	Capabilities to allow all the LSOs/LPOs generated linked to the approved Procurement Plan/budget;		
89.	The system must have a workflow for approval of LPO/LSO;		
90.	Ability to allow upon approval of purchase requisition creation of LPO for Framework contracts;		
91.	The system must allow use of multiple currencies;		
92.	Ability to allow generation of various LPO/LSO to various suppliers from one PR and vice versa;		
93.	The system should be able to print the LPO's/LSO's information with company logo only once as an original copy. The re-print option should indicate duplicate copy;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
94.	Ability to allow automatic emailing of the approved LPO's/LSO's to a supplier(s);		
95.	Ability to record purchase order acknowledgement from vendor when LPO/LSO is sent by email;		
96.	The system should be able to provide for supplementary Purchase Orders and Purchase Requisitions;		
97.	System should be able to support LSOs/LPOs procurement of different services i.e. fixed rate contract service/fixed rate temporary labour/rate based temporary labour;		
98.	Ability of the system to allow for multiple line description per LPO's/LSO's;		
99.	The system should not allow duplicate purchase order numbers; and		
100.	Ability to restrict information that end users should view in the procurement process		
Reports			
101.	The system shall generate report on weekly, monthly, quarterly and annually for approved LPO's and Payment status;		
102.	The system shall generate report on open orders;		
103.	The system MUST generate alerts on delivery dates to Stores and Procurement sections, for follow-up purposes;		
104.	The system shall generate report on purchase order history- delivered, outstanding, closed, paid etc;		
105.	The system MUST generate reports on overdue supplies, which can be used to follow-up with suppliers for the material to be supplied; and		
106.	The system MUST generate reports on Purchase order commitment for the specified period.		
107.	Generate Statutory reports		
F. Contract Drawing/Preparation, Monitoring And Management			
108.	Ability to allow for creation of contracts in an approved formats/templates and assign privileges for write, modify or read-only to different categories of users and keep records;		
109.	Ability to linking of the contract to the relevant e- procurement file – Award letter, Acknowledgement letter, Professional Opinion, Evaluation report, Opening report, bid document		
110.	Capabilities for efficient Workflows that allow approval of contract by the relevant parties online;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
111.	Ability to track start and end dates of the contract in addition to milestone dates, contract signing dates and other relevant dates;		
112.	System should support the variation of contracts with necessary details and approvals;		
113.	The system should support multiple addresses and contact information for vendors;		
114.	Capabilities to build mechanisms for pricing and service-level agreement flexibility into the contract;		
115.	System to keep a copy of all the different versions of a contract once it has been setup;		
116.	Ability to display the contract status;		
117.	Ability to allow performance evaluation of Suppliers in the agreed template;		
118.	Ability to allow automatic generation and communication of alerts to parties to a contract to pre –determined trigger points such as renewals through emails, dashboard messages among others;		
119.	A full log of changes to any part of the contract such as who, when (day and time), from where (was it remote or within LAN) among others;		
120.	Ability to recommend and appoint contract implementation Committee;		
121.	Ability to automatically create a reference No. of the contract;		
122.	Ability to download the draft/approved contract;		
123.	Ability to allow for attachments of Payment certificates; and		
124.	Ability to allow generation of LPO/LSO of approved contracts to enable payments		
Reports			
125.	Generates implementation and progress report;		
126.	Performance Appraisal Reports; and		
127.	Terminated contracts report		
G. Inventory Management			
i. Goods/Services Receipts and Inspections			
128.	The system must allow for the inspection of goods/services/works in the agreed template and allow for attachments;		
129.	The system allows the recommendation and appointment of the Inspection and Acceptance Committee;		
130.	Ability to allow for the logging in of the Inspection committee;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
131.	The system automates generation of Goods Received Note (GRN) that must be associated / matched / linked to an approved Purchase Order(s);		
132.	The system allows for full or partial receipts against a purchase order or contract;		
133.	The system allows for the receipt of goods, services, works, repaired items, inter stores transfers, etc;		
134.	The system must be able to address situations where the goods have been received but needs to be returned to the supplier and generation of Goods Return Note;		
135.	The system shall capture and verify LPO;		
136.	The system shall allow posting of supplier DN;		
137.	The system shall allow posting of supplier Invoice;		
138.	The system SHOULD have the ability to maintain approved supplier catalogue/lists for inventory items; and		
139.	The system should be able to provide alerts to key stakeholders on attainment of certain Goods Received Note (GRN) status		
ii.	Asset Management		
140.	Ability to allow for creation of asset register in the agreed format/template;		
141.	Ability to allow for issuance of the asset to user departs; and		
142.	Ability to allow for transfer of assets		
iii.	Stores Management:		
143.	The system MUST allow the definition and maintenance of alpha numeric character codes for items;		
144.	The system should allow creation of templates with predefined set of item attributes;		
145.	The System must capture all product details eg codes, description, unit of issue etc;		
146.	The system MUST allow creation of various inventory types e.g. Consumables, Assets etc;		
147.	The system MUST have an ability to define new item categories and Catalogues based on their characteristics;		
148.	The system allows collecting of item information using barcodes or QR codes during receiving and issuing of items;		
149.	The system shall provide an online GRN; and		
150.	The system shall generate stock order register and bin card.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
iv. Stores online Issuance:			
151.	The system allows users to request for stores items online and issuance of goods and assets and collecting of the data using barcodes/QR Codes, inter stores transfers, etc;		
152.	Workflow: the system should allow approval of issuance of all stores or assets;		
153.	The system automates generation of Goods Issue Note that must be associated / matched with a stores requisition note;		
154.	The system allows for full or partial issues/receipts against a stores requisition note or contract;		
155.	System should allow for creation and maintenance of approved items price lists;		
156.	System should allow for creation and maintenance of supplier items catalogues;		
157.	System should allow for creation of an internal Catalogue for all items /Services;		
158.	The system allows for the delivery of goods to a specific store(s);		
159.	The system must allow for the generation of: stores issue notes stores receipt notes goods in transit notes proof of delivery notes		
160.	The system has the functionality that allows different movements of stock items from one store location to another store;		
161.	The system shall allow prints out of documents where applicable;		
162.	The system must be able to identify idle stock- aging, slow moving items;		
163.	Ability to allow for re-order replenishment level, etc.		
v. Inventory Maintenance			
164.	The system must 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;		
165.	Capability for automatic updating of inventory levels and balances after issuance/reception of inventory (stocked items and services);		
166.	Capability to undertake valuation of stock: The following options must be available for calculating the unit cost of a good in the store:		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	Last In First Out (LIFO) First in First Out (FIFO) Simple average Weighted average		
167.	Ability to allow the receiving of inventory both at once and partially;		
168.	Ability to maintain a central access-controlled items master database;		
169.	The system must give alerts and notifications when stocks are at the re-order level and on expiry dates;		
170.	Capability to 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;		
171.	Ability to support the identification of items for disposal both manually and through preconfigured rules e.g. expired, useful life exhausted, damaged, etc.;		
172.	Capability for automatic generation of disposal codes;		
173.	Ability to support the setup of re-order replenishment levels;		
174.	Ability to quickly determine actual and projected item availability, overstock situations, replenishment requirements; and		
175.	Ability to define costing methods for inventory.		
vi.	Stock Taking		
176.	The system should be able to generate a stock take count lists;		
177.	Ability to allow the manual stock verification stock counts capture by the system, reconcile the physical count against the system count and produce a variance report		
178.	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);		
179.	The system should allow for approval of the stock take through a workflow process;		
180.	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;		
181.	The system should allow for scheduled stock takes alerts		
182.	The system should have the ability to set up an ad hoc Stock take and Physical Verification Committee;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
183.	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;		
184.	The system should have the ability to carry out the stock take for a particular store;		
185.	The system should have the ability to generate all standard reports with respect to stock takes;		
186.	The system should allow for capture of stock take notes/observations to accompany the physical counts;		
187.	The system must be capable of carrying out stock valuation;		
188.	Capability to monitor Inventory Management performance with KPIs, standard reports, and ad hoc reports.		
Reports			
189.	Stock take reports-		
190.	Stock valuation reports		
191.	Stock Analysis Report		
192.	Stock Ledger report		
193.	Generate Inspection and acceptance report		
vii. Disposal of Assets			
194.	Ability to allow for the creation of departments/sections/regions disposal plans in the format/templates approved;		
195.	Ability to allow for creation of consolidated disposal plan from the approved users- Departments/Sections/Divisions Plans into a master/Consolidated disposal plan in the required format/template;		
196.	Ability to trace the assets, stores for disposal in terms of date of purchase, initial purchase cost, date issued;		
197.	Ability to generate alerts to user departments to submit their annual disposal plans 30 days before the end of financial year for consolidation;		
198.	Ability to allow the various disposal methods online- e- disposal - the process of disposal of items capturing all details such as the technical evaluation reports, disposal committee reports, invitations for bidders, submission of bids, evaluations of bids, awards online –extranet;		
199.	Ability to allow for registration of bidders online;		
200.	Allow for notification of results online		
201.	Ability to recommend and appointment the Disposal Committee members online;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
202.	Ability to allow approval of disposal process-Workflows; and		
203.	Ability to link with the Asset management and updating after disposal.		
Reports			
204.	The system shall generate the Department Disposal plans		
205.	The system shall generate yearly Consolidated approved Disposal plans.		
206.	The system shall generate Annual and Quarterly disposal plan Status report		
207.	The system shall provide a report on List of items earmarked for disposal with the reserve price		
208.	The system shall maintain the list of items disposed and their disposal methods, period and dates, including the firm/person disposed to.		

FINANCE AND ACCOUNTS MODULE

No.	Requirement	Bidders Response	Reference Page in the Document
1.	<p>Summary</p> <ol style="list-style-type: none"> 1. Budget Preparation 2. Payments Processing & Accounts Payable 3. Imprest Management 4. Accounts Receivable/Invoice processing 5. Treasury Management- Receipting 6. Treasury Management- RTGS /EFT processing 7. Cash book Management 8. Bank Reconciliation 9. Chart of Accounts 10. Journals 11. Fixed Assets 12. Financial Reporting 13. The system should have full multi-currency functionalities 		

No.	Requirement	Bidders Response	Reference Page in the Document
A.	Budget Preparation and Forecasting		
1.	Ability to upload the approved budget and any revised Budget in the system		
2.	Ability to upload Cash flow forecast on a quarterly basis, half yearly and annual basis		
3.	Ability to develop itemized Activity Based Budgeting.		
4.	Ability to manage multiple budgets and forecasts Store Approved annual estimates by vote and department		
5.	Allocate revenue targets and budgeted cost to responsibility/revenue Centres		
6.	Ability to provide periodic (monthly, quarterly and annual) budgets;		
7.	Automate user requirements / proposals (Activity Based Budgets) to the consolidated budget and link the same to the Annual Procurement Plan and users		
8.	Integrate quarterly, half yearly, nine months and annual budgets with financial statements.		
9.	Automate purchase and authorized expenditure requisitions and link to the budget		
10.	Compute variances in three-dimension format; between Approved budget lines, Committed Budget lines and actual performance as per ledger lines on Monthly, Quarterly, semi-annually and annual basis		
11.	Ability to track and report on variance between budget and commitment & Actual expenditure reports		
12.	Automate notification on budget balances to the user divisions/units.		
13.	Provide for Budget Reallocations and adjustments within budgets approvals- Effect an inter-vote funds transfer Capture supplementary budget		
14.	Put controls to limit over expenditure		
15.	Expected Reports a) Vote holder's statement. b) Vote expenditure summary. c) Vote Balances report. d) Compare actual Expenditure vs budgetary allocation at any given time.		

16.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc.		
B.	Payment / Accounts Payable		
16.	Ability to process payment to Suppliers; Salaries and Allowances; statutory and other payroll deductions; PAYE, NSSF, HELB and NHIF; staff salary advances and staff claims; Contractors and Consultants		
17.	Ability to verify payments online, authorise payments online, (NB; Apply two level authentications)		

No.	Requirement	Bidders Response	Reference Page in the Document
18.	Ability to Create and categorize suppliers\integrate with details of suppliers created in Supply Chain Management module and employees' details created in the HR		
	Ability to create system generated purchase invoices from supplier invoices received from suppliers/contractors/consultants and post hitting the requisite double entry general ledgers (Accounts Payables)		
	Ability to apply posted purchase invoices to payment voucher when processing payments hitting the requisite ledgers on posting(Reduction of accounts payable balances)		
19.	Ability to offer online services such as: Receive invoices and supporting documents; approved for payment from Supply Chain Management Division as well as HR (Payroll and any other payments)		
20.	Ability to create and maintain supplier payment information: Bank account details Payment details e.g. payment mode, frequency, discounts, penalties, etc. Currency details Tax details e.g. KRA PIN		
21.	Ability to maintain supplier contact details e.g. address/email/mobile number		
22.	Ability to print payment vouchers fully capturing details of payment		
23.	Have a payment handling process with approval workflow and limits		
24.	Ability to support multiple bank accounts. bidder to specify no. of bank accounts the system can support		
25.	Ability to capture payment terms such as payment discount conditions and penalty conditions to all business to be able to make payment decisions that will maximize discounts while minimizing penalties.		
26.	Ability to allocate a supplier invoice to a cost centre and allocate payments to suppliers' invoice.		
27.	Ability to automatically assign voucher numbers.		
28.	Ability to control payments as per the stipulated terms.		
29.	Ability to manage withholding taxes on supplier/contractors/Consultant payments		
30.	Ability to pay supplier invoice in part		
31.	Ability for multiple invoices from a single vendor to be paid on one RTGS/EFT with supporting detail on cheque stub or remittance advice.		
32.	Ability to hold disputed supplier invoice and payment.		
33.	Ability to void a payment voucher, void and stop payment of cheques.		

34.	Ability to On-line drill down analysis: Full drill down from the invoice to the payments and vice-versa information		
35.	Recovery and accumulation of Retention for settlement		

No.	Requirement	Bidders Response	Reference Page in the Document
36.	Recovery and accumulation of Withholding Tax for settlement		
37.	Ability to integrate or facilitate filling of KRA taxes for staff and suppliers on KRA Platforms		
38.	Ability to link/apply LPO/LSO to payment/ Cash Book		
39.	Ability to maintain supplier accounts statement and generate ageing analysis		
40.	Ability to categorize supplier's levels and track details to ledger accounts		
41.	Ability to post payment transaction to journals/ ledgers		
42.	Ability to generate ageing analysis for the outstanding invoices and payments		
43.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		
44.	Payment controls: Vouchers can be paid based upon due date, priority, category, payment type, group vendor or any combination.		
45.	Auto posting of transactions to relevant expenditure ledger line accounts		
46.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		
47.	Ability to generate the following reports:- a) Accounts payable balances as at a given date b) Creditors ageing summary & detail reports. c) List of capital creditors. d) List of recurrent creditors. e) Supplier Ledger. f) Supplier contact list. g) Payment voucher listings and the status h) Payments on hold report i) Cheque RTGS/EFT payment register j) List of voided cheques k) List of voided vouchers l) Uncollected cheques list m) Daily Cheque disbursement report.		
C.	Imprest Management		

48.	The vendor need to understand there are different types of imprest which have different requirements		
49.	Ability to process Staff imprest requests, Approval, Payment and Surrender of imprest.		
	Ability to capture staff debtors on application of any imprest by staff, hitting the requisite ledger accounts		
	Ability to hit the requisite ledger accounts on surrender/retirement of imprests including any unspent amounts		
50.	Allow for staff to apply for imprests online		

No.	Requirement	Bidders Response	Reference Page in the Document
51.	Ability to manage imprest requisition through Warrant Form up to remittance of funds to staff		
52.	Online approvals		
53.	Specify the envisaged accounting date		
54.	Ability for imprest holder to file returns for processing together with documents to support the amount spent as well as refund of unutilized funds if any.		
55.	Ability to alert the staff through email/SMS on any unaccounted imprest on the expiry of the allowed time period		
56.	Embedded controls to stop issuance of further imprests to staff with an existing unaccounted imprests until fully surrendered/accounted for		
57.	Ability to notify and transfer the uncounted staff imprest to be deducted on one's salary on expiry of the set time limit		
58.	Any imprest request will be linked to relevant budget, work plan and procurement plan		
59.	Allow for exceptional processing of imprest to officers with CEO approval to hold more than one imprest		
60.	Expected Reports a) Age analysis of unaccounted imprests/ Imprest debtors b) Imprest recovery reports c) Automatically generate payroll recoveries d) Auto-Generate underspent receipts analysis e) Imprest ledger by staff.		
61.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc.		
D.	Account Receivable & Customers Invoice Processing		
62.	Ability to create and categorize customers and other receivables (staff advances, deposits and prepayments)		
	Ability to generate customer invoices and hit the requisite ledger accounts on posting (Revenue)		
63.	Generate customers invoice and make amendments/corrections to an invoice upon approval		
64.	Ability to maintain details of the debtors (contact address/ email/ mobile number/ ID Number of the debtors)		
65.	Ability to generate credit note and debit note		
66.	Ability to categorize customer levels and track details to ledger accounts.		
67.	Ability to maintain and generate customer account statements and generate ageing analysis report		

68.	Allow emailing of invoices/ statements/ receipts to customers		
69.	Ability to support activating and deactivating of accounts with necessary approvals		

No.	Requirement	Bidders Response	Reference Page in the Document
70.	Ability to update invoices on the General Ledger, Customer accounts as per Sub-categories of the Debtor		
71.	Ability to accommodate credit management policy		
72.	Ability to generate reports on receipts on the various categories as defined and reports showing individual payers.		
73.	Allow for printing of a comprehensive customer account statement showing all transactions.		
74.	Ability to detect duplicate customers by comparing the customer's unique details like the PIN.		
75.	Ability to capture and maintain a complete history of customer transactions and generation of customer statements that can be emailed.		
76.	Ability to send alerts and notifications when accounts receivables are due		
77.	For customers who overpay, the system should be able to: Perform invoice split-matching Allocate the excess amount to the customer's credit account		
78.	Ability to track a customer's credit balance		
79.	Support Doubtful debt provisioning and Bad Debt Expense capture		
80.	Ability to interface with the HR module to allow posting of staff receivable/Advances from HR		
81.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		
E. Treasury Management -Receipting			
82.	Support for unlimited number of bank accounts		
83.	Ability to support the following modes of payments: • Bank deposits • EFT or RTGS; • Mpesa • Cash		
84.	Ability to generate receipts on every payment made by customers and allocate receipts into various GL accounts		
85.	Ability to issue receipt notification: • Print, • Email, • SMS		
86.	Able to handle Government Grants, Development Partners other miscellaneous receipts and incomes; Sale of boarded items; Reimbursement of imprest; Salary advance repayment, Interest income Unidentified bank deposits / cheques/mobile money payments; Other income		

No.	Requirement	Bidders Response	Reference Page in the Document
87.	Ability to correct erroneous receipts through authorized journal entries .		
88.	Ability to process receipts in multiple currencies		
89.	RTGS and EFT only accepted modes of payment		
90.	Ability to 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.		
91.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		
F.	Treasury Management- RTGS/EFTs Payment Processing		
92.	Ability to process EFT/RTGS payments, and cash payments.		
93.	On line drilldown account analysis from various Banks/ Bank Statements all the way to the source transaction in the general-ledger and to migrate information to the Spread Sheets.		
94.	Create alarm features for a pre-determined amount payable at a time in each bank account		
95.	Record transfers between bank accounts		
96.	Allow for automatic reversal of erroneous entry		
97.	Sign online		
99.	Ability to keep RTGS/EFT disbursement register. Indicate date when cheque is collected, person collecting and his ID number & telephone number etc.		
G.	Cash Book Management		
100.	Ability to create and manage multiple cashbooks		
101.	Ability to manage cash and banking activities by providing an automated interface to the EFT/RTGS system and bank should provide the CSV format of the EFT entries		
102.	Handling receipts and payments transactions through cash books		
103.	Enable inter bank account and Mpesa account transfer of funds		
104.	Ability to perform monthly bank reconciliation for the Bank Accounts and Mpesa Account.		
105.	Ability to integrate with Banks and Mpesa Applications		
106.	Ability to import bank statements into the system		
107.	Ability to update unknown debits/credits automatically and provide balances of unknown amounts.		
108.	Ability to perform cash flow management		

No.	Requirement	Bidders Response	Reference Page in the Document
109.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		
H. Bank Reconciliation			
110.	Ability to generate cash books automatically		
112.	The application MUST provide an extension to load bank statements online. The application MUST have acceptance of standard formats for bank statements which are applicable in case of all banking practices and standards		
113.	Flexibility to import transactions from various banks systems		
114.	The following bank details to be captured in full: Bank code Status (active/inactive) Bank name Bank branch Sort code Address Account name Account number Lookup code Transaction details: Transaction limit Transaction reference Comments Transaction type Supplier code Customer code		
115.	The application should automatically create miscellaneous transactions to record bank initiated activities like interest gained, bank charges etc.		
116.	Support bank reconciliations across multiple banks		
117.	The application MUST automatically generate reconciliation accounting entries		
118.	The cash management application MUST be well integrated with payable and receivable system and MUST be having access to verify payable invoices as well as revenue receipts		
119.	The system MUST facilitate online transfer of funds across the bank accounts		
120.	Ability to generate monthly reconciliation statement		
I. Chart of Accounts			

No.	Requirement	Bidders Response	Reference Page in the Document
121.	Ability to define and maintain the structure of the Chart of Accounts		
	Ability to integrate chart of Accounts to GL and Budget vote lines		
122.	The Chart of Account must provide for an alpha-numeric, flexible account code structure with a user- defined number of segments and lengths per segment.		
123.	Ability to create customizable charts of accounts and enable ability to edit and Indent		
124.	Changes to the Chart of Accounts must be controlled and require necessary approval or amending be restricted to authorized personnel		
125.	Ability to accommodate more than one company structure		
126.	Ability to maintain budgets at all levels of the Chart of Accounts		
127.	Ability to create/setup GL accounts and deactivate the same without erasing it in its entirety		
128.	Ability to extraction the Chart of Accounts / GL accounts listing		
129.	Allow reclassification of charts of accounts/General Ledger		
J. Journals			
130.	The system must be able to create and post journal entries		
131.	Allow for correction/reversal of posted journal through an approved workflow process		
132.	When reversing a transaction, ability to perform a Credit/Debit transaction and maintain the previous transaction historically instead of erasing it. However, for rejected journals, the system can cancel the transaction without keeping its record.		
133.	Ability to handle different types of journals e.g. budget journal, general ledger journal, accrual journal, recurring journals etc.		
134.	Ability to maintain a history of full details of all transactions and avail them for printing when required		
135.	Ability to import/upload journal vouchers in batch from a spreadsheet document or text files. There should be workflow for approving such uploads.		
136.	Ability to export journal vouchers in batch to spreadsheet or text file		
137.	Functionality must be present for reversing and copying a journal entry		

138.	Ability to allow the holding of journal entries The system must enable held journals to be viewed and posted		
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No.	Requirement	Bidders Response	Reference Page in the Document
139.	Ability to allow one to determine the source of a journal e.g. invoice number, payment voucher number, etc.		
140.	Capability to set up recurring LPOs and journals entries for transactions that are processed in a recurring manner		
141.	Posting to control accounts by end users should only take place via sub-ledgers		
142.	Support journal to be grouped and processed in batches ensuring verification and authorization		
143.	Support processing of taxes (PAYE, Withholding VAT, withholding Tax, Withholding taxes on professional fees and other taxes)		
144.	Require approval of transaction before posting		
145.	Manage recurring transactions. Categorize income and expenses at various levels (grouping, sub-groups)		
146.	Ability to drill down transactions from GL		
147.	Ability to print and/or export GL in various formats e.g. excel		
148.	Capability to Import/export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		
K. Fixed Assets			
149.	Ability to maintain a fixed asset register		
150.	Ability to update the assets register with additional assets purchased in each period, disposals, write-off, revaluation, compute depreciation and net book value for each specific asset on quarterly basis.		
151.	<p>create a fixed asset and capture the following fixed asset information:</p> <ul style="list-style-type: none"> a. Asset description b. Asset serial number c. Location d. Asset main category e. Asset subcategory f. Department/Cost Center g. Custodian h. Purchase date I. Depreciation start date j. Service start date k. Vendor l. PO reference m. Invoice reference 		

	<p>n. Warranty period, e.g. start and end dates</p> <p>o. Original cost</p> <p>p. Salvage value</p>		
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No.	Requirement	Bidders Response	Reference Page in the Document
	<p>q. Useful life in month/years</p> <p>r. Bar Code</p> <p>s. Registration Details</p> <p>t. Depreciation/ amortization method</p> <p>u. Depreciation rate</p> <p>v. Asset Tag number</p>		
152.	Ability to flexible reporting functionality that enables one to extract any information above as a report. It should have a report on assets whose book value is zero.		
153.	Ability to perform fixed assets disposal whether full or partial disposal, through a workflow		
154.	Ability to automatically calculate gains / losses on disposal of assets and creating the journal in the GL		
155.	Maintain cost of improvements to existing assets as component of asset value		
156.	Comprehensive search facility based on details captured on the assets		
157.	Automatic capture of fixed asset items into the GL account as Fixed assets and not expenses		
158.	Automatic capture of fixed asset identification numbers		
159.	Ability to support various methods of asset acquisition		
160.	Ability to capture work/construction in progress (WIP/CIP) assets and later convert them as normal assets and start depreciating		
161.	<p>Ability to use flexible depreciation and amortization methods and change as required and to vary these over the asset life and support the following depreciation methods:</p> <p>i. Reducing balance</p> <p>ii. Straight-line</p> <p>iii. User defined method of depreciation</p>		
162.	Ability to calculate depreciation based on groups of assets:		
163.	<p>Ability to recalculate depreciation/amortization on asset: Based on a change in value</p> <p>Based on a change in depreciation/ amortization schedule</p> <p>Based on a change in asset life</p>		
164.	Ability to process and post transactions: Depreciation expenses, Cost Adjustments, if any		

165.	Ability to retire assets via different methods: Fully retire Partially retire Retire by units		
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No.	Requirement	Bidders Response	Reference Page in the Document
166.	Support asset cycle count facility (prompting the counting and reconciliation of certain classes of assets).		
167.	Ability to generate fixed assets register reports		
168.	Generate asset depreciation register (detail and summary)		
169.	Generate unposted depreciation calculation report before transferring them to GL but after running depreciation in the asset's module		
170.	Ability to maintain a history of changes to fixed assets and be able to track changes		
171.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		
L.	Financial Statements/Financial Reporting		
172.	Ability to create Trial Balance (TB) and Detailed Trial Balance		
173.	Ability to generate periodic (Monthly, quarterly and annual) financial statements (Statement of profit or loss and other comprehensive incomes, Statement of financial position, Statement of changes in Equity, Statement of Cash flows –and Statement of Budget versus Actual Expenditure, Notes to the financial statements)		
174.	Ability to Integrate approved budget with financial statements.		
175.	Segment reporting capabilities for both Revenue (in terms Revenue Streams/items, category, Revenue per Regions) and Expenditure on monthly, quarterly, semi- annually and annual basis – Cost Centre Accounting		
176.	Ability to customize reports as per IFRS Accrual Standards, Treasury prescribed formats and any described format by donors		
177.	Ability to create comparative periodic report – weekly, Monthly and annual (budget against actual, Prior period against actual period)		
178.	Ability to distribute/ send reports through email		
179.	Ability to export transactions or data from/to various formats e.g., MS Excel, Word, PDF, txt, xml and CSV etc		

QMS AND RISK MANAGEMENT MODULE

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	<ol style="list-style-type: none"> 1. Summary 2. Risk planning 3. Risk Identification and Analysis 4. Risk Evaluation and Treatment 5. Managing Risk for Outsourced Services 6. Risk Monitoring and Evaluation 7. ISO Quality Management 		
A.	Planning		
1.	The system should create a DMS containing the risk management policy, Risk appetite, organization policies and procedures, laws and regulations		
2.	The system should be able to allow input of the level at which risks are to be assessed at strategic, process, project levels or even an event		
3.	The system should allow input of comments from pestel analysis, SWOT analysis and Key documentation		
4.	The system should allow review of these findings before moving to risk identification		
B.	Risk Identification and Analysis		
5.	The system should allow the selection of the register to be filled. The registers to be filled are corporate, process, project or event		
6.	The system should restrict the process, project or event risk register to the department concerned		
7.	The system should be able to automatically calculate inherent and residual risk levels based on likelihood and impact		
8.	The system should allow the selection as well as the typing of some parameters. The items to be selected are those		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	predetermined by the risk management framework eg category of risk, likelihood of occurrence, impact etc. the rest should be typed.		
9.	The system should allow for online input at each stage including consultation in the process of risk identification and analysis including online review and approval		
10.	The system should allow automatic colour coding of the risk score.		
11.	The system should assign responsibilities as risk champions, risk owner, Managers, General Managers and CEO		
12.	The system should allow a description of the control in place or what is to be put in place		
C. Risk Treatment			
13.	The system should choose the treatment as per approved risk framework based on consideration of costs and impact		
14.	The system should allow the employee to give the action to be implemented		
15.	The system should allow the employee to determine the resources required for treatment and ensure they are budgeted and approved		
16.	The system should allow the employee to determine the timelines to effect treatment		
17.	The system should submit the treatment plan to the Risk Management Committee for approval		
18.	The system should allow Risk Management Committee to submit the treatment plan to the CEO for approval		
19.	The system should allow the risk champions to update the register with the treatment plan		
20.	The system should allow the risk champions to review the effectiveness of risk treatment and write his comments		
D. Risk Monitoring			
21.	The system should be able to schedule Risk Management Committee meetings at monitoring stage		
22.	The system should allow the risk champion to attach the minutes of the Risk Management Committee		
23.	The system should allow the risk champion to attach the action plan		

Quality Management System (QMS)Module

No.	Online System Requirements	Bidders Response	Reference Page in the Document
1.	All the ISO management process should be automated end to end as per the international standards		
2.	System should allow the departs to report online and system to allow for Identification of potential non-conformities, Identify capture the root cause and determine preventive action based on the impact		
3.	The system should allow the Quality Management Representative (QMR) to conduct the evaluation in Realtime.		
4.	The system to allow the QMR to input comments in the potential Non-conformity form		
5.	Allow for Monitoring the action to determine effectiveness		
6.	System should allow for communication and alerts		
7.	Internal Quality Audit		
8.	System should allow for the Scheduling of internal audit indicating: a) Dates of audits b) The appointed internal auditor(s) c) Audit criteria and d) Audit scope		
9.	QMS Auditors are notified through the system		
10.	Auditors accept the assignment through the system		
11.	Notice is sent through the system and documents requested		
12.	Auditor prepares an audit checklist in the system		
13.	Opening meeting is carried out		
14.	The audit is carried out and documented in the system		
15.	Non-conformities are identified, and classified as either major, minor or areas of improvement and recorded in non-conformities form		
16.	Closing meeting is held and findings are read to the auditee		
17.	Non-conformities are sent to the respective Manager for root cause analysis		
18.	Root causes are identified using the 5 whys or fishbone analysis and related corrective actions and sent to the lead auditor		
19.	Lead auditor reviews the root causes identified and the related corrective actions and either accepts or rejects them		
20.	If the root causes are rejected the form is sent back to the auditee for correction		
21.	If the root causes are accepted the corrective actions are implemented		
22.	The auditee indicates action taken and fills the non- conformity form and sends to the lead auditor for closure		
23.	The auditor confirms the evidence and if satisfies closes the non-conformity and indicates this in the non-conformity form		

Human Resource Management

No.	Online System Requirements	Bidders Response	Reference Page in the Document
Summary			
	<p>Human Resource Management Module's General Online Requirements</p> <ol style="list-style-type: none"> 1. Organizational Structure 2. Recruitment and Selection (E-Recruitment) 3. Staff Orientation / Induction 4. Employee Management 5. Reports for Employee Management 6. Performance Management 7. Training Management 8. Training Attendance (E-Learning / Staff Induction) 9. Leave Management 10. Employee Separation 11. Payroll Management: Compensation and Benefits Management 12. Awards 13. Employee Self – Service 14. Manager Self – Service 15. Institutional Calendar 16. Management of Loans and Advances 17. Managing of Internship Process 18. Clinic Process System Requirements 19. Disciplinary Management Process 		
A. Human Resource Management Module's General Online Requirements			
1.	Ability to maintain an online employee Bio data and allow update, upload of personnel records with photo and academic qualifications history, next of kin and beneficiaries		
2.	Ability to capture and store employee insurance and medical details online with respect to employee ID		
3.	Ability allow online different levels of access and processing rights to ensure complete confidentiality		
4.	The system should have capabilities to manage multiple cycles/frequencies (daily, weekly monthly, annually) and payment levels (Basic pay, Housing allowance, Commuter allowance, leave allowance and other categories as per HR Policies and customize any required field of payment online		
5.	The system should have ability to group employees in different categories (Branch Offices, Departments and Sections) online		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
6.	The system should have online capabilities to manage employees' leave such as capture of leave details, balance, alerts, report pending leave approved, leave report and update leave balance, email/online leave application, approval/rejection of leave Send Alerts to employees on leave days		
7.	The system should be able to customize view of employee details with relevant information online		
8.	The system should have online capabilities on performance management including appraisal system management/completion of self-appraisal forms/track appraisal status		
9.	The system should have online database on management of training & development of staff, maintenance of training programs attended and generate training report		
10.	The system should be able to generate adhoc reports for external use online		
11.	The system should have ability to manage information and operational reporting – at department, division and central levels		
12.	Ability to recruit staff and man power planning		
13.	Ability to generate Employee Master Database		
14.	Ability to generate organization structure as per BioVax HR policy		
15.	Should have capabilities on management of separation (Retirement/ Resignation/ Termination and Death)		
	Capabilities to Calculate Employee Gratuity		
16.	Capability for management of employee disciplinary action & vigilance		
17.	Capability for management of employee transfer & postings and facilitate processing of allowances such as transfer, baggage, transport, change in house allowances;		
18.	The system is capable of employee and manager self-service		
19.	Capability for management of Salary Advances and Salary in Advances		
20.	Capability for Processing of staff loans and Mortgages		
21.	Capability for Management of Disciplinary process		
22.	Capability for Staff grievances handling.		
23.	Capability to maintain staff skills inventory		
B.	Organizational Structure		
24.	System MUST have ability to include organization structure hierarchy definition and organogram.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
25.	The system MUST be able to embed the Institute's Authorized Staff Establishment and allow the update of the same to show the vacant positions at a given time		
26.	System MUST be able to build an organization structure, which caters to various organization types such as departments, directorates, functions, and units		
27.	System MUST have an ability to have multiple organization (subsidiaries) Hierarchies		
28.	System MUST have a functionality to modify the organization structures as and when required and maintain the history of all such changes.		
29.	System MUST have an ability to have position-based organizations.		
30.	System MUST have a functionality to assign managers to various Organizations and view the managers and subordinates reporting to them.		
31.	System MUST have an ability to view positions linked to various Organizations.		
32.	System MUST have provision to define various directorates at various locations.		
33.	The system must be able to define, develop, analyze/ evaluate and store job descriptions, skills and qualifications required for each position.		
34.	Capability to generate Jobs form that will include breakdown of approved jobs or staff establishment, (total number, vacant, occupied, blocked, etc.).		
35.	The system MUST be able to identify jobs and positions uniquely.		
36.	The system MUST be able to maintain history of changes done to the position details		
37.	Ability to show all vacant and occupied positions & jobs (staff in post).		
38.	Capability to allow job rotation		
39.	Ability for Departmental heads, directorate Heads using the self-service to request for "New Jobs", "Transfer of jobs and positions" and build the required workflow.		
40.	Ability to link rewards and salary scales with employees' position grading.		
41.	Ability to integrate staff costs with the budget module		
42.	The system must have the ability to maintain changes in employee position and jobs details such as: - Position and job Transfer ,Position and job Status, -		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	Position and job Description, - Position and job History		
43.	The system should allow for changes in position title.		
44.	The system should allow for upgrading a position.		
45.	The system should allow for downgrading a position.		
46.	The system should allow for removing or returning a position.		
47.	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.		
48.	The system should allow for addition, removal or amendment of types of employment		
49.	Ability to create grading levels (managerial, technical and support) and flexibility to adding new levels.		
50.	Ability to create employee status (active employment, resigned, suspended, study leave, serving training bond and unpaid leave) and integrate it with affected areas in leave management and payroll		
C.	Reporting Requirements for Organizational Structure		
51.	Ability to generate multiple statistical reports for all positions & jobs within the Organization		
52.	The system MUST produce the following reports:		
53.	Organizational structure reporting by location.		
54.	Organizational structure reporting by Department/ directorates.		
55.	Open and filled positions reporting.		
56.	Positions associated with organizations.		
57.	Budget & Actual Head Count Comparison.		
D.	Recruitment and Selection		
58.	Ability to create and develop employee requisitions/vacancies.		
59.	Ability to receive applications during online recruitments and serialized		
60.	Ability to allow for information drawn from physical applications to be inputted into the system during recruitments		
61.	Ability to accept both internal and external applications.		
62.	Ability to screen and select candidates.		
63.	Ability to track candidates and recruiter in the placement process.		
64.	Ability to manage pre-placement verification, which includes salary authorization.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
65.	Ability to advertise vacancies internally (self-service)		
66.	Ability to alert the HR and the HoDs on overdue vacant positions		
67.	The system should enable candidates to apply for available vacancies and allow only those who meet the minimum requirements.		
68.	Ability to generate a long list as per the job criteria e.g. experience technical, academic and competence qualifications.		
69.	Ability to capture interviewer notes and feedback.		
70.	System MUST have an inbuilt vacancy approval process/workflow for management/updating of the Authorized Staff Establishment		
71.	System must have a recruitment and selection workflow that covers the process from vacancy creation to defining a new employee.		
72.	Ability to track recruitment drive and produce reports for management (e.g. recruitment costs, time taken to fill a position, status of recruitment drive, etc.).		
73.	Ability to generate resumes from candidate input details.		
74.	Ability to upload and share candidate documents (e.g. certificates, CV, etc.).		
75.	Ability to verify budget prior to recruitment drive.		
76.	Ability to generate offer letters, appointment letters, etc. Ability to send an offer letters electronically or as a print out.		
77.	Ability to generate regret letters.		
	Ability to make salary projection for Budgeting		
78.	Ability to hire staff on contract for a specified period.		
79.	Ability to hire temporary staff and/or interns for a specified period.		
80.	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.		
81.	When employees are rehired, the system should link all previous employment information to the new record.		
82.	The system SHOULD have recruitment planning mechanism to capture recruitment plans online		
83.	The system MUST be able to track the requisitions for vacancies for a particular job, grade, location or position		
84.	Ability to schedule interviews		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
85.	Ability to track interview results		
86.	The system should allow flexibility of the requisition forms according to requirements		
87.	Ability to register the employment contract, renewal and termination		
88.	The system must have the ability to provide an interface for customizing recruitment letters		
89.	Ability to track and monitor implementation of probation periods for newly hired employees		
90.	The system should be able to support the nomination and appointment of shortlisting and interview panels and should send notifications to Officers appointed		
E. Reporting Requirements for Recruitment and Selection			
91.	Ability to generate the following reports:		
92.	Recruitment Activity reports, Recruitment reports – direct / internal reports		
93.	Recruitment reports based on recruiting department.		
94.	Vacancies report.		
95.	Applicants Qualifications reporting.		
96.	Statistical reports of the applicants and provide the management with tabular and graphical reports and other analytic presentations		
97.	Statistical report of the requested number of employees for a specific area		
F. Staff Orientation / Induction			
98.	Should be able to develop induction program within the system with input from HR and user departments.		
99.	Ability to allocate employee compensation and benefits (NHIF, NSSF, club membership, advances, loans, etc.).		
100.	Ability to confirm/reject new employee after completion of probation period or extend probation period.		
101.	At a minimum, the following employee master details must be captured: Photo of staff Staff number (auto-generated) Age Home County Nationality Ethnicity Disability Gender PIN Details		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	<p>NSSF Details SHADetails HELB status ID Number Passport number Marital status Date of birth Employees names Contacts (Phone Number, Postal Address, and Email etc.) Spouse details: name, ID number, occupation and contacts (Phone number, Postal Address, Email etc.) County of origin Dependants: Age, Gender, relation (daughter, son, adopted) Next of kin details: Names, ID number, occupation and contacts Employee photo Employee qualifications, experience and skills Previous employer Medical related details Employment date Position Category (senior, management, mid management, support) Department/directorate Employment status (contract, permanent, probation, temporary) User-defined comments</p>		
102.	Ability to add/delete any bio data as necessary by authorized user		
103.	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.		
104.	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.		
105.	The system must allow the user to view and update information on beneficiary and dependents subject to verification and approval.		
106.	The system SHOULD have storage repository for certification and other relevant documents for employees		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
107.	The system SHOULD alert new employees to participate in the induction program coordinated by HR.		
108.	The System SHOULD allow grouping of employees based on various aspects such as department/directorate and grades		
109.	The system MUST be able to store working hour's details, work frequency and normal timings for the employee.		
G. Employee Management			
110.	Capability to 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.		
111.	The system must be able to manage staff transfers, acting appointments, relocations, promotions and demotions and track such movements.		
112.	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		
113.	Capability to embed a workflow that supports Employee transfers including acting Appointments		
114.	Capability to provide for uploading and attaching documents to an employee's profile such as scanned transfer letters, etc.		
115.	Ability to maintain a history of Employee transfers taken and support the ability to profile the same employee		
116.	Ability to interface with employee transfers module with payroll processing component		
117.	Ability to manage employee disciplinary actions		
118.	Ability to embed a workflow that supports the disciplinary process (disciplinary module)		
119.	Capability for uploading and attaching documents to an employee's profile such as scanned warning letters, certificates, commendations, etc.		
120.	Ability to maintain a history of disciplinary action taken against an employee and support the ability to profile the same employee		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
121.	Ability to interface disciplinary module with payroll processing component		
122.	Ability to integrate disciplinary module with the personal development, training and separation modules		
123.	The system must be able to adequately address situations where an employee is suspended or interdicted and capture this event on the employee's profile. This includes provision of workflows for initiating the suspension process, ending suspension/interdiction and reinstating/rejecting an employee after suspension /interdiction		
H. Reports for Employee Management			
124.	<p>Ability to generate the following reports:</p> <p>Employee details by department, location, positions, jobs, grades, payroll, Allowances, etc.</p> <p>New appointments / joiners report. Acting appointments report.</p> <p>Transferred employees report.</p> <p>Employee addresses and contact details report. Employees' summary reporting by specific criteria e.g. by department, grade etc.</p> <p>Employees Locations report</p> <p>Employee turnover reporting and analysis</p> <p>Disciplinary actions taken report</p> <p>Positions Analysis Contract</p> <p>Employees Employees by Cost Centre</p> <p>Employees Ethnicity Reports</p> <p>Employees by Education Level Promoted</p> <p>Employees</p> <p>Retiring Employees</p> <p>Terminated Employees</p> <p>Transferred Employees</p> <p>Workforce Planning</p> <p>Staffing level analysis</p> <p>Ages of staff</p> <p>Dates of employment</p> <p>Report listing employee SHA, NSSF, PIN, HELB, NSSF or NITA (National Industrial Training Authority) details</p> <p>Gender analysis</p> <p>People with Disabilities (PWD) analysis</p> <p>Skill set and competencies status: to list per employee the professional qualifications, academic qualifications, learning / development map, job requirements</p>		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
I.	Performance Management		
125.	System MUST have an inbuilt performance appraisal process/workflow.		
126.	The system should be able to interface with the Institutional Planning Unit that is the custodian of the Institutional Workplan and Performance Contract and should be able to monitor and manage performance contract deliverables for the Institute;		
127.	The system should be able to store and enable Officer's access to online performance appraisal forms for access to staff;		
128.	The system should be able to prompt target setting at the beginning of a Financial year, mid-year appraisals and end year evaluation processes;		
	The System should be able to have a deadline and indicate non-compliance		
129.	Ability to interface the performance appraisal module with the payroll process for implementation of some performance related rewards eg. award of incremental credit etc.;		
130.	Ability to interface the performance appraisal system with the T&D module enable identification of professional development requirements during the appraisal process and converting them to training requests in the Training and Development module;		
131.	Capability for the JSAC and SSASC to access the system for evaluation of staff and to give recommendations of the same		
132.	Ability to support the Staff Performance appraisal system with the ability to be configured to any other system such as the balanced scorecard.		
133.	Ability to define various objectives associated with performance management.		
134.	Ability to define and amend Key performance Indicators (KPI's) associated with the objectives defined subjected to a workflow approval.		
135.	The system should allow variation of KPI's to different categories of employees.		
136.	The system must enable calculations for the KPIs against predefined rules to arrive at the performance measurement.		
137.	Ability to monitor and manage performance contract deliverables.		
138.	The system should maintain the work history such as Officer's promotions and length of employment in a position;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
139.	The system should be able to store performance and generate reports of appraisal results for a staff over a period of time.		
140.	Ability to capture performance requirements per position: qualification requirements, personal attributes, education, experience, skills, etc.		
141.	Ability to receive periodic (e.g. quarterly) appraisal reviews/results from various directorates online.		
142.	Ability to send employees/ special groups performance appraisal report on the system.		
143.	Ability to track performance appraisal results over a period of time per employee, special group, department, etc.		
144.	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.		
145.	Ability to capture evidences related to specific to performance KPI's.		
146.	Ability to extract performance data to (excel, MS word, pdf etc.) per employee and per department and directorates.		
147.	The system should support self-appraisal for staff and assessment of self-appraisals for annual or periodic appraisal process for the managers.		
148.	Support electronic signoffs between the appraised and appraiser and other relevant officials.		
149.	The system must allow the employee to receive performance feedback from their supervisor/management in line with institution work flow.		
150.	The system should allow tracking of performance progress of employees on Performance Improvement Plan (PIP)		
151.	The system should have the ability to generate letters of commendation		
152.	The system must allow KPI tracking and management dashboards.		
J.	Reporting Requirements for Performance Management		
153.	The ability to generate the following reports: Performance reporting per individual. Performance reporting by position. Performance reporting by department / special group.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
K.	Training Management		
154.	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.		
155.	The system should allow feeding of the approved FY training budget into the training module for the module to monitor utilisation of the budget through implementation of approved trainings		
156.	The system should allow feeding of the approved training plan into it to enable monitoring of the implementation of the training plan		
157.	The system should be able to undertake Training Needs Assessment as per the Human Resource Policies and Procedures		
158.	Capabilities to support development and generation of TNA reports		
159.	Capabilities to conduct Training Evaluation as per the Human Resource Policies and Procedures		
160.	Capabilities to support development of Training Evaluation reports		
161.	Ability to receive feedback on the approval/rejection of their training request through the system;		
	Ability to identify training needs based on the performance appraisal.		
162.	The system should be able to deduct and stop deductions of training levy as per the human resource policy and procedures		
163.	Ability to submit status reports on their on-going trainings and their certificates on completion of the trainings /invoices or any other documents related to the training through the system;		
	Ability to Attach Training Certificate after completion by employee		
164.	Ability to capture training requests submissions from user departments.		
165.	Ability to create a list of training providers and their details.		
166.	Ability to create a training plan, manage and update training plan.		
167.	Ability to create a short-list of candidates for training and compare them against the training selection criteria (e.g. competency-based selection).		
168.	The system must have an approval/rejection process for a training plan.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
169.	Ability to create, manage and update an employee's personal development plan.		
170.	Ability to capture information on trainings attended by an employee.		
171.	Ability to capture/receive training and development requests from other departments.		
172.	Ability to maintain historical data on all information captured e.g. trainees, trainers, vendors, training requirements, attendance, training record, performance, cost etc.		
173.	Ability to create (define) training selection criteria and maintain historically (e.g. competencies-based criteria.).		
174.	Ability to allocate roles to different personnel in the training development process.		
175.	Ability to interface the training request process with financial system e.g. raising invoice, LSO.		
176.	Ability to track the status of a training request from requisition through planning to delivery and completion by trainees.		
177.	Capabilities to centralize cataloguing and tracking of training courses		
178.	Ability to design, create and deliver online training programs for new staff as part of induction (modules and tests).		
179.	The system should have provision for setting the maximum number of trainings and cost a single employee can receive in one financial year.		
180.	The system should have functionality to restrict an employee from registering the same training course more than once after successfully undertaking the course		
181.	The system MUST facilitate development of a training calendar specific to departments within the company, jobs skills requirements, technical aspects and publish the calendar		
182.	The system SHOULD be able to generate training requirements-based performance appraisal		
183.	The system should have the capability to undertake training impact assessment		
L.	Reporting Requirements for Training Management		
184.	Ability to generate the following reports pertaining to training: Competencies reporting along with skills.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	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		
M.	Training Attendance (E-Learning / Staff Induction)		
185.	The system should be able to present to employees a list of approved courses from which to choose from		
186.	The system MUST facilitate the enrolment for training courses		
187.	The system MUST enable the users to maintain a history of the courses attended, status of registrations and passes/fails		
188.	The system must be able to track enrolment and maintain enrolment status for all courses		
189.	If registrations are received beyond the maximum capacity of the course, the system must be able to keep a waiting list for that course		
190.	Ability to send reminders and notifications to employees on upcoming courses which they have registered for		
191.	Ability to capture training evaluation and feedback by attendees so as to determine the success of the training delivered		
192.	Ability to record skills gained by the trainee after attendance of the training		
193.	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		
194.	The system must be able to track on number of hours of training an employee has attended for each course		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
N.	Leave Management		
195.	The system MUST automate the leave application process by enabling end-to-end online leave management		
196.	The System should interface with the employee master database module in which all staff, their supervisor s and second supervisors are defined to facilitate online leave approval;		
197.	The System should be able to provide all types of leave approved in the Institute as per the HR Policy and Manual		
198.	The system should enable users to perform online leave planning at an individual level which will form the basis at the Departmental level and submission of the same to inform the Institute's leave calendars every Financial year;		
199.	The should prompt Supervisors on any leave requests pending their consideration;		
200.	The system should support the calculation of leave days on pro-rata basis		
201.	The system should keep a database of leave days taken by respective Officers and the leave balances at any given time and prepare reports on the same;		
202.	The system must be able to carry forward leave balances not in excess of fifteen (15) days to the next Financial Year as provided by the HR policies and Procedures Manual;		
203.	Capability to track individual skills, store required courses, certifications and grades received. Document all awards, accomplishments and recognition each employee has received over the years.		
204.	The system must allow initiation of sick leave application by HR or the Officer's supervisor on behalf of the employee. For this purpose, the system should be able to interface with the payroll system for any variation of remuneration as provided for sick leave.		
205.	The system must have an audit trail which will be managed by the HR Department.		
206.	The system must embed a workflow for leave management that can capture comments and approvals related to the task depending on its requirements		
207.	Ability to accrue leave days at a configurable rate.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
208.	Ability to 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		
209.	Ability to deduct leave days.		
210.	Ability to suspend leave subject to approval by Supervisor		
211.	Capability to track and extract a history of the leave management data of an employee		
212.	Ability to calculate of leave balances and how much they are worth		
213.	The system must be able to carry forward leave balances as per HR policy and Kenya Statutory laws		
214.	Ability to interface with payroll component so as to support the conversion of leave balances to payment (during separation only)		
215.	Capability to 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		
216.	Capability to provide alerts and notifications to users and relevant authority on leave anniversary, public holidays, etc.		
217.	The system should provide for Public holidays		
218.	Enable one to apply different types of leave including: Maternity Study Paternity Child adoption Compassionate Annual Compulsory Terminal Sick Sabbatical Unpaid Special Leave for Sportsmen		
219.	The system must allow initiation of sick leave on behalf of the employee application by HR personnel		
220.	At a minimum, the following details on leave application must be captured: Name Department/directorate Grade Date of appointment Leave entitlement (days per annum)		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	Leave days applied for Leave start date Leave end date Contacts when away Leave balance carried forward Leave balance brought forward Leave balance		
221.	The system MUST have the provision to access leave information online.		
222.	The system MUST have a facility to keep a track of number of days of leaves taken, for the various categories of leave		
223.	The system MUST have a facility for the supervisors to approve or reject the leave applied by the employees		
224.	The system MUST have the capability to generate leave schedule for all employees		
O.	Reporting Requirements for Leave Management		
225.	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.		
P.	Employee Separation		
226.	Capability for a workflow for KBI to initiate the separation of an employee in the event that it is a dismissal and capture comments where necessary		
227.	The system should enable access to the following forms that support the Separation process Clearance form Exit Questionnaire Handing Over Form Declaration of assets and liabilities form		
228.	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, retrenchment, retirement on medical grounds and contract expiry), details of the separation eg. date and allow attaching of relevant separation documentation;		
229.	The system should store the notice period details and submit notices of the same to Officers i.e. those on contract, permanent, on probation and on internship;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
230.	The System must be able to keep record of and generate reports on the staff due to exit through retirement or those that have separated from the Institute through death, retirement, resignation, dismissal etc by a given time or on request;		
231.	The system should be linked with the manpower planning module and the payroll module in order to be able to stop salary upon Officer's exit;		
232.	The system must be able to interface with the Pension System to facilitate processing of Pension benefits for staff who have exited from the Institute		
233.	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, retrenchment, retirement on medical grounds and contract expiry), details of the separation eg. date and allow attaching of relevant separation documentation;		
234.	The system should store the notice period details and submit notices of the same to Officers i.e. those on contract, permanent, on probation and on internship;		
235.	Ability for a workflow for processing a request for separation from an employee and capture comments where necessary		
236.	Capability for a workflow for processing a request for separation from an employee and capture comments where necessary		
237.	Capability for a workflow processing a request for separation through an employee retirement, and demise and capture comments where necessary		
238.	The system should store the notice period details of all employees		
239.	System should allow employees access clearance form online		
240.	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)		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	Notice period (to hand over Property) Pay in lieu of notice Signoff requirements with relevant personnel, departments or directorates		
241.	Electronic signoff of clearance form between user and relevant personnel/departments and capture comments		
242.	Ability to integrate with compensation module, loans, mortgages, etc.		
243.	Ability to maintain employee exit interview information		
244.	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		
245.	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.		
246.	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.		
247.	The System MUST allow for terminating the employee record at the conclusion of the employment period without deletion.		
248.	The system should have the capability to allow stoppage of salary one month before exit on retirement or resignation.		
249.	The system MUST have the capability to generate Certificate of Service upon exit of employee.		
Q.	Reports for Employee separation		
250.	The system should have the following reports: 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)		
R.	Payroll Management: Compensation and Benefits Management		
251.	The system should enable compensation planning.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
252.	The system should have an online Pay Change Advise (PCA) and should allow the preparation, verification and validation of it online		
253.	The system must provide a workflow for approval or updating of all compensation related configuration data.		
254.	System must be able to capture and maintain all compensation and benefits data such as gross salary, Gratuity, NSSF, SHA, allowances, benefits, pension contributions, internal loans, insurance relief, Personal Relief, PAYE, HELB etc.		
255.	The System must allow output of all reports below the accounting line (BTL's);		
256.	The system must be able to run a change report every pay period (This report captures anything that has changed from the previous payroll run, and can quickly identify unauthorized pay changes);		
257.	The System must allow multiple user rights and multi- location access-;		
258.	The system should capture and implement salary increments for all officers due;		
259.	The system should allow for approval, rejection and processing of salary advances/in- advances within the system		
260.	The system should give feedback to Officers on the approval or rejection of their salary advance or in- advance requests		
261.	The system should not allow an Officer to apply for more than one salary advance in a financial year and the monthly deductions calculated by the system should ensure that the advance is recovered in full by the end of the Financial year		
262.	The system should not allow an Officer to apply for more than one salary in-advance in a quarter and therefore not more than four (4) salary in-advances in a financial year		
263.	The system should allow for approval, rejection and processing of salary advances/in- advances within the system		
264.	The System should be able to generate tax return forms(P9) in departments/Stations or in individual basis		
265.	The system must be able to interact with their party systems to enable submission of statutory reports with		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	eg. the Pension System, KRA, HELB, NITA and SACCOs etc;		
266.	System must be able to capture and deduct monthly Employers' Contribution and Employees contribution and submit it to the Institute's Pension Scheme		
267.	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/directorate for all employees whether current, separated, on leave, etc.		
268.	System 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		
269.	System should enable computation of employee costs per employees Division, Directorate or Department.		
270.	System must interface with the financial system / accounting module chart of accounts so as to allocate staff costs to the relevant cost/profit centers.		
271.	System should generate of tax returns (P9 forms) in batch or on singular basis.		
272.	The system must be able to perform salary transfers / Payments.		
273.	System must be able to upload payroll data in mass from files such as spreadsheets where necessary. There must be a workflow for approving such uploaded data.		
274.	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.).		
275.	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.		
276.	Ability to compute employee salary increment based on salary progression matrix.		
277.	The system must be able to compute salaries in Kenya Shilling.		
278.	The system should enable attaching or referencing of documentation related to employee compensations e.g. garnishment letters, etc.		
279.	System should enable the staff to view their pay information online/and download payslips		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
280.	Capability for application for loans and salary advances and facilitate approval of the same through a workflow.		
281.	Ability to provide Alerts when the employee's deductions reach a set threshold – 1/3 of monthly pay.		
282.	Ability to provide alerts employee and the MHRA 3 months before the end of the contract		
283.	The system must be compliant to the legal requirements in Kenya regarding employee compensation earning and deductions.		
284.	Ability to process partial deductions if an employee's pay are insufficient to cover the deduction.		
285.	Ability to compute associated employee taxes while taking into consideration the employee's benefits.		
286.	Ability to facilitate payroll planning and calculations.		
287.	Ability to compute gratuity on a monthly / accrued basis as well as compute associated employee taxes the employee's benefits.		
288.	Ability to make payment of gratuities as per the regulations on the last month of the contract		
289.	Ability to pay mass salary changes retroactively and with different options.		
290.	The system must be able to address payments/deductions missed out in the past either to a single employee or a group of employees.		
291.	The system must be able to record loans/advances to the employee under the employee's profile.		
292.	The system must correctly recover loans / salaries advanced to the employee.		
293.	The system must be able to post the recovered amounts correctly to the financial system.		
294.	The systems MUST NOT allow arbitrary allocation of compensation/benefits to an employee. All compensation and benefits must be formula driven / criteria based.		
295.	The system must have robust security features that will protect sensitive salary related information from unauthorized users.		
296.	The system should support multiple payroll cycles		
297.	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.		
298.	Provision for having different payrolls to cater for:		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	Board Members Contract employees Casual employees/Consultant Deployed Employees Interns/attachment		
299.	They system must have flexibility for configuring earnings and deductions so as to capture all earnings and deductions applicable at KBI.		
300.	System should allow 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.		
301.	The system must offer functionality to make corrections to a payroll already processed.		
302.	The system should be able to generate a detailed pay slip explaining every earning and deduction made for every payroll run. The pay slip should clearly separate earnings from deductions.		
303.	The system should maintain a history of all payroll runs and all their information (payments made and costings generated).		
304.	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.		
305.	The system should allow the salary adjustment as defined in the salary progression matrix.		
S. Reports for Compensation and Benefits Management			
306.	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: Pay slip in softcopy that will be sent to the employee by email in an uneditable format Bank advice. Payroll per month Staff journal. Additions (benefits, allowances, low interest benefits, bonuses, reimbursement, etc.). Deductions (loan repayment, HELB, insurance premiums, pensions, mortgage, etc.). Contributions (pensions, etc.). Club subscriptions. Tax returns (P9 forms). Employee costs.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	<p>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>		
T. Awards			
307.	The system SHOULD have capabilities to support development and management awards /rewards, recognition, and incentive / motivation programs.		
308.	The system SHOULD facilitate tracking and recognition of service awards such as gifts, certificates.		
309.	The system SHOULD be able to store all the employee related awards history.		
310.	The system SHOULD have a provision of reflecting awards related information to an employee's performance.		
U. Reports for Awards			
311.	<p>The ability to generate reports pertaining to awards: 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.</p>		
V. Employee Self – Service			
312.	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.		
313.	The system MUST enable the users to view their pay slips and P9 on-line for all the processed payrolls.		
314.	Ability to capture 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		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
315.	The system MUST have a facility for the users to upload maintain their beneficiary details and dependents information		
316.	The system MUST facilitate the users to maintain their emergency / next of kin contact details. Subject to verification and approval		
317.	The system MUST have the leave request functionality, which would enable the users to apply for leave.		
318.	The system MUST be able to display the leave balances, leaves taken and eligible leaves for the users.		
319.	Ability to allow employees to update their training information.		
W. Manager Self – Service			
320.	System should enable line managers to access, search and view information pertaining to their team members.		
321.	System should allow a supervisor to have access to view his/her team members' employment as well as applicant history.		
322.	System should allow supervisors to access and view the team members' leave requests for Approval/rejection		
323.	System should enable supervisors to view absence history for his/her entire team.		
324.	The system should enable supervisors to update their Directorate/Departmental calendar of events to the institutional annual calendar		
X. Institutional Calendar			
325.	The system should incorporate online annual institutional calendar preparation functionality and should be able to cover all Directorates/Departments programmatic Calendar		
326.	The system must possess functionality that allows activity plan preparation at a departmental/Directorate level prior to merging several departments'/ Directorates' activity plan into a singular institutional activities plan.		
327.	System should be able to maintain and track of activities at departmental/directorates and institutional level and be able to provide alerts to the user Directorate/Departmental Heads at intervals of 1month, 2 weeks and 1 week before the actual date of the activity		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
328.	The system must have a workflow approval for creating, uploading and updating the organization's annual calendar.		
Y.	Reporting Requirements for Institutional Calendar		
329.	Ability to generate dynamic reports with the provision for a drill-down capability.		
330.	Ability to create customized reports (user defined). Users who perform this function will have to be trained on use of the tools		
331.	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 Directorate/department		
Z.	Management of Loans and Advances		
332.	Ability for the staff to fill loan application form online through the self-service module for the different types of loans and advances: Salary advance Mortgage/ Car Loan		
333.	Capability for 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		
334.	The system must capture the loan/advance against the employee's compensation and benefits profile		
335.	The system must interface with the payroll component so as to correctly record issued loans, recovered loans/advances.		
336.	The system must not allow for issuance of loans/advances that violate the statutory guidance on employee deductions in Kenya		
AA.	Reporting Requirements for Loans and Advances		
337.	Ability to produce various Payroll forms/reports including: e.g Tax Deduction Card (Benefits / Owner Occupiers Interest / Normal Cases) , Tax Deduction Card (Tax Free Remuneration), PAYE Quarterly Return Form		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
AB. Managing of Attachment Process			
338.	The system should allow application of attachment through the system and give feedback on the approval or rejection of the attachment request through the system		
339.	The system must be able to generate relevant reports of the attachment based on various data such as the learning Institutions, Courses being undertaken by the students attached and details of period of attachment		
340.	The system should be able to input and store data such as student details, name, learning institutions, attachment start and finishing dates and submission of attachment reports		
341.	The system should be able to generate recommendation letters after clearance of the attachee		
342.	The system should be able generate letters of attachment showing the approved deployment of the attachee, period of attachment and any other relevant information		
343.	The system should allow access of indemnity forms for the attachees who have engaged		
344.	The system should have a clearance form and exit questionnaire which the attachees should fill and submit to clear from the Institute		
345.	The system should be able to integrate with all the General Managers, Managers and Head of Sections to confirmation availability of attachment opportunities		
346.	The system should allow submission of the relevant application forms by the by the attachment applicant ie. NITA Form, Introductory letter from learning Institution, application letter by attachee, Student Insurance		
AC. Managing of Internship Process			
347.	The system should allow application of internship through the system and give feedback on the approval or rejection of the internship request through the system		
348.	The system must be able to generate relevant reports of the attachment based on various data such as the learning Institutions, Courses being undertaken by the students attached and details of period of attachment		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
350.	The system should be able to input and store relevant Internship data such as number of interns engaged at a given time or over time, where they were deployed, their specialization, duration of internship		
351.	The system should be able to generate recommendation letters after clearance of the Internship		
352.	The system should be able generate letters of Internship showing the approved deployment of the Intern, period of Internship and any other relevant information		
353.	The system should store internship date for use to generate relevant reports on the same		
354.	The system should have a clearance form and exit questionnaire which the Interns should fill and submit during the clearance process		
355.	The system should be able to integrate with all the General Managers, Managers, and Head of Sections to communicate their internship needs		
AD.	Management of Mentorship Process		
356.	The system should allow application of mentorship through the system and give feedback on the approval or rejection of the mentorship request through the system		
357.	The system must be able to generate relevant reports of the mentorship programme based on various disciplines and distribution of mentors and mentees.		
358.	The system should have the capability to maintain the list of mentors for the Institute in the various fields.		
359.	The system should be able to allow assignment of mentors to mentees.		
360.	The system should allow the mentor to track performance progress of mentees assigned to them during the mentorship period.		
361.	The system must be able to generate mentorship programme reports.		
362.	The system should have the capacity to terminate the mentorship relationship at the end of mentorship period.		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
AF.	Disciplinary Management Process		
375.	The system should maintain a history of disciplinary action taken against an employee and support the ability to profile the same employee		
376.	The system should support submission of show cause letters, interdiction and suspension to Officers and support submission of replies to show cause letters through the disciplinary module		
377.	The system should support the entire disciplinary process and ensure the conclusion of disciplinary matters within the stipulated time as per the Human Resource Policy and Procedures Manual (6 months)		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
378.	Capability to interface Discipline module with payroll processing component, the Admin, SCM modules and IT and any other applicable modules		
379.	The system should be able to send notifications to the relevant modules		
380.	The system should be able to indicate the specific offences in the category of minor offences and the specific offences under the major offences and the various disciplinary actions relevant to each category of offences as per the Human Resource Management Policies and Procedures.		
381.	The system should maintain a history of disciplinary action taken against an employee and support the ability to profile the same employee		
382.	The system should support submission of show cause letters to Officers and receipt of replies to show cause letters through the disciplinary module		
383.	The system should be able to monitor that the disciplinary process is initiated and concluded within the stipulated time as per the Human Resource Policy and Procedures Manual		
384.	The Discipline module should be interfaced with payroll processing component, the Admin, SCM modules and IT and any other applicable modules		
385.	The system should be able to send notifications to the relevant modules		
386.	The system should be able to identify the specific offences in the category of minor offences and the specific offences under the major offences and the various disciplinary actions relevant to each category of offences.		
387.	The system should support the entire disciplinary process		
388.	The system should maintain a history of disciplinary action taken against an employee and support the ability to profile the same employee		
389.	The system should support submission of show cause letters to Officers and receipt of replies to show cause letters through the disciplinary module		

Administration

No.	Online System Requirements	Bidders Response	Reference Page in the Document
Summary of the processes			
1.	Fleet Management		
2.	Meeting Rooms Management		
3.	Assets Management		
4.	Access Control/ Visitor Management		
5.	Management of Outsourced Services		
A. Online Fleet Management			
1.	Ability to interface with the budget system and Supply Chain Management for purchase requisitions and boarding for disposal		
2.	Online approval for procurement and acquisition of vehicles		
3.	Capabilities on Management of work tickets to capture authorization and mileages.		
4.	Ability to capture daily usage of vehicle.		
5.	Ability to track accidents		
6.	Capabilities to allow for categorization of vehicles. (model, location and the carrying capacity)		
7.	Ability to track and generate vehicle fuel consumption report as per the work ticket.		
8.	Ability to allow uploads of abstract, driver's report, and photos insurance claim forms in case of accidents.		
9.	Ability to automatically reconcile fuel accounts based on the receipts / work tickets / fueling forms captured		
10.	Ability to generate fuel consumption reports based on the metrics defined and Motor Vehicle summary report for vehicle usage.		
11.	Ability to provide an interface with the Asset Management Module on the Asset Register and Procurement Module.		
12.	Ability to integrate with existing car tracking system		
13.	Capability to interface with Insurance Module (for alerts on Insurance renewal).		
14.	Ability to provide for inspection reports and enforce statutory requirements.		
B. Transport Requisition			
15.	Ability to maintain a database of the pool of vehicles available and the drivers		
16.	Ability to allow online requests, approval, allocation of vehicle and feedback to staff		
17.	The system should have capabilities that are in structured in that once vehicles are assigned it should		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	send alerts to the requester and also lock the car until trip is over		
18.	Ability to maintain work orders		
19.	Ability to maintain a dashboard to show available and assigned vehicles		
20.	Ability to generate user report (application received, application honored and not honored)		
C. Motor Vehicle Servicing/ Routine Maintenance			
21.	Ability to track driver's vehicle mileage through the use of automated work tickets		
22.	Ability to incorporate Repair and Maintenance schedule and Maintenance Tracking.		
23.	The system should have an ability to alert the Administration Officer on the vehicles that have less than 200 km to reach their mileage		
24.	The system should have capabilities structured in a way that the reorder level should trigger a requisition once its due for service		
25.	Ability to allow for accessibility pre - qualified garages from procurement module and give alerts when LPOs/LSOs are done.		
26.	Ability to update change status once the vehicle is serviced		
D. Document Management System			
21.	Ability to receive documents through email, scanning hard copy, and register.		
22.	Ability for uploading of digitized files		
23.	Capabilities for system generated classification, indexing, tracing and folioing		
24.	Ability for online folio transfer, distribute document, notify and share with multiple users		
25.	Ability to secure and approve document as per authority levels		
26.	Ability for workflow management		
27.	Ability to appraise, store, record transfer, archive and dispose records		
28.	Ability to search for documents		
29.	Ability to allow set up of retention period and notify the head of registry/archive and the originator of the resource		
30.	Ability for management of files and filing system		
31.	Ability to generate necessary reports		
32.	Ability to create a data base/register of all outbound mails		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
33.	Ability to categorise mode of delivery, hand or postal or courier services		
34.	Enhanced Search Capability		
35.	Document's Life-cycle Management		
36.	Enable Collaboration With Staff Members		
E.	Asset Management- (Property & Equipment)		
37.	Ability to interface with asset register and asset tracking (Ability to transfer and monitor asset movement).		
38.	Ability to monitor insurance status of the assets		
39.	Ability to issue notifications when insurance policies expire, up for renewal		
40.	Ability to interface with Service level agreement/contract management		
41.	Ability to track progress of work from requisitioning to completion and accept progress reports with attachments		
42.	Ability to handle general insurance claims		
43.	Capability to track office space management/usage		
44.	Ability to capture list of staff houses, their respective capacities, rates and status		
45.	Capabilities for online requests of staff houses		
46.	Provide features for the allocation of staff houses to staff		
47.	Ability to integrate with HR module for deductions of house rents, water and electricity on house allocated		
48.	Ability to show expected date of retiring/exiting staff vacating the institutional houses		
49.	Ability to interface with Finance Module to clear house rents, water and electricity once fund transfers are done		
50.	Ability to generate necessary reports (insurance status reports, house tenancy reports, waiting list)		
F.	Meeting Rooms Management		
51.	Ability to maintain a database of all available rooms and their location and status		
52.	Ability to notify administrative staff on booked meeting rooms to facilitate adequate preparation and maintenance during meetings		
53.	Ability to allow for allocation and locking of the room and send alerts/notifications		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
G. Asset Repairs & Maintenance			
54.	Ability to manage preventive maintenance and service schedules for all serviceable assets.		
55.	Ability to provide repair and maintenance alerts		
56.	Ability to allow online reporting of broken assets/items		
57.	Ability to assign work to the officers responsible for repairs		
58.	Ability to allow for feedback through the system to users upon completion		
I. Access Control/Visitor Management			
65.	Capabilities for online requisition and allocation of office keys		
66.	Capabilities for online reporting of loss office keys		
67.	Capabilities for online registration of visitors on entry (personal details, purpose of the visit, reference office and officer, record of visitor's luggage etc.)		
68.	Ability to check out the visitor		
J. Management of Outsourced Services			
69.	Ability to upload various Service Level Agreement		
70.	Capabilities for online monitoring on implementation of SLA		
71.	Ability to send alerts when payments are and when the Agreements/contracts are about to end		
72.	Capabilities of uploading work schedules for all outsourced services		
73.	Capabilities of uploading duty roaster for outsourced staff		
K. Infrastructure Development			
74.	Capabilities to receive user needs for infrastructural development		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
75.	Ability to interface with the budget system and Supply Chain Management for sourcing of a contractor		
76.	Capabilities to upload requisite documents and external approvals		
77.	Capabilities give notification of award to DDA and other concerned offices to aid		
78.	Signing of the contract		
79.	Ability to track progress of projects (from the beginning to the end and give notifications in case of delays		
80.	Ability to maintain schedules for periodic site meetings/Site inspections		
L.	Management of Security Services		
81.	The system should allow online reporting of incidences		
82.	The system should allow upload of duty roster for guards with their contacts		
83.	The system should allow uploading of security reports		
84.	The system should allow be able to link with HR on incidents affecting staff that could lead disciplinary		
85.	The system should be able to generate user specific reports		

H.	Occupational Safety, Health and Environment (SHE) Module		
1.	Ability to maintain Schedules for inspections, OSH audit and related statutory procedures		
2.	Capabilities of tracking of Repair and maintenance of fire equipment		
3.	Capabilities of tracking of First Aid kits/stocking levels/Disaster Management kit		
4.	Ability to interface with existing CCTV and any other Access Control security solution		
5.	Ability to allow uploads of fire drill report, photos, work plan etc.		
6.	Ability to send alerts on Certificates renewals, fire equipment servicing etc.		
7.	Ability to send alerts for staff health certificate renewals and reports		
8.	Ability to send alerts in case of accidental exposure to pathogens or chemicals, and to issue shutdown and containment instructions		
9.	Ability to interface with thermohygrometer data loggers and generate reports and trend analyses		

10.	Ability to issue daily safety status updates in critical manufacturing areas and generate reports and data for audits and compliance reviews		
11.	Ability to manage health and wellness programs, (trainings, sensitizations, and health screening) track participation rates, and integrate feedback mechanisms for these programs		
12.	capability to track waste from generation to disposal, including tracking of materials involved in waste management e.g. the PPEs and related costs.		
13.	Enable for reporting of incidents, accidents, and near misses and analysis of this data		
14.	Ability to identify trends and patterns in safety data, track key safety and health performance indicators (KPIs) and identify areas for improvement.		

ICT Services Management Enhancement

No.	Online System Requirements	Bidders Response	Reference Page in the Document
Summary			
1.	Email		
2.	Help Desk System		
3.	System Change Management		
4.	Inventory Management		
5.	Backup Process		
6.	Password Management Process		
A. Email			
1.	During staff on-boarding by HR, the system should send a prompt to ICT for user creation and ICT resource allocation.		
2.	During staff exit, the system should prompt ICT to deactivate the user account.		
3.	The ERP should integrate with corporate email for password confirmation and reset.		
B Helpdesk			
4.	System to show status of the ticket.		
5.	Link with email for status and to give feedback once the system sends a prompt when ticket is closed.		
6.	Give the user the history of their tickets.		
7.	Enable admin to print (export in Excel or CSV format) reports on a monthly, weekly, quarterly or annual on tickets (opened, closed, pending) and the amount of time taken to resolve or close a ticket. The system should also give a chart report of the activities within the ticketing module.		
8.	Allow admin to create tickets on-behalf of users – For cases where they cannot open tickets for themselves (e.g. no internet connectivity, users who don't have access to computers e.g. janitors and drivers).		
C Systems Change Management			

10.	Linkage to helpdesk and or to corporate email to respond to user requests for feedback.		
11.	Prompt HICT and the developers when a request is received and also to the lead user/ Principal Investigator for approvals.		
12.	Ability to formulate project teams across departments.		
13.	Provide templates – Preliminary investigation report, TOR, Minimum hardware and software requirements, user requirements/ technical specifications, workplan and budget, system testing reports, logical and physical design (can be uploaded), user manual, training report, system acceptance report, handing over report, and their approvals (that include signing by the lead developer, HICT and lead user/		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
D	Inventory Management		
14.	Linkage to procurement module to take details of ICT equipment at the point of acquisition.		
15.	Link user issued with a device to the device issued, and enable the user to retire the device when exiting the Institute – After inspection by the ICT Officer in charge of hardware.		
16.	Give a report of all the ICT equipment on a quarterly, annual and ad-hoc basis.		
17.	Give prompt on equipment that have reached End-Of-Life and their status.		
18.	Link to asset management module.		
19.	Provide a template for equipment specifications, inspection report, preventive maintenance report (can be uploaded if filled by contracted party), disposal report for equipment being retired (and link to the disposal module) and ability of the equipment to be retired when a user is exiting the Institute.		
E.	Backup process		
20.	Prompt for user to perform backup on accessing the Institute network.		
21.	Link to external backup and local servers.		
22.	The solution should provide tools for backup and restore facilities. The system should allow archiving of old unused data to improve Performance. The system should allow the users to access archived data from different queue and also provide the capability to search report and export the data.		
F.	Password Management Process		
23.	Prompt user to change password after 90 days of use – The system should give an allowance of one week before prompt expires, and require the user to change password at next login.		
24.	Enable the user to reset password by using forgot password feature before escalating to MICT and system administrator to reset user password.		
25.	Use a common password to login to different modules as per rights issued.		
26.	Administration, Unlimited number of Administrators, Unlimited number of End users, Flexible User Administration – Role-based access control, Multi-Organization support		

CEO'S Office - Chief Executive Officer's Processes

No.	Online System Requirements	Bidders Response	Reference Page in the Document
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Summary			
1.	CEO Dash board		
2.	E-Diary Management		
3.	Tasks assignment and management		
4.	Monitoring and Evaluation of all institutional processes		
Overall System Requirements			
1.	Ability for creation of tasks and assigning them to different officers/ groups for action		
2.	Ability for the assigned officer to be notified		
3.	Ability for tracking of tasks from start to finish		
4.	Ability to assign priority/urgency to assignments		
5.	Ability to give timelines for finishing such assigned tasks		
6.	Ability to produce analysis reports per defined period detailing Each assignment, Completion Status, Tracking Status		
A.	Email		
1.	The system should have capabilities for dashboard that contains planning utilities such as electronic calendar for scheduling and monitoring CEO's activities;		
2.	The system should enable booking appointments with the CEO as informed by CEO's calendar with integration to email;		
3.	The system should enable the CEO to assign tasks and activities to GM'S and other corporate staff and allow monitoring of the assignments;		
4.	The system should have capabilities to interlink with ALL modules in the ERP system such as: The E-board for coordinating with the board of directors; Quality Assurance and Corporate Affairs for monitoring of the Strategic Plan and PC; Supply Chain Management module for monitoring the Procurement Plan etc.; Finance module for monitoring the Institute's budget; The Administration module for administering transports matters and overall admin operations; The Corporation Secretary's module for monitoring cases etc; and		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	Human Resource module to monitor various HR activities.		
5.	The system, should enable the C.E.O to get notifications or alerts on issues escalated to his desk; and		
6.	System should have capabilities to monitor comprehensive performance of the Institute e.g. RPlanning activities at the weekly or monthly purchase and procurements, sales from enterprise etc.		
B.	Management of Appointments		
7.	Ability to create appointments and link them with Outlook		
8.	Ability to re-assign, reject, accept appointments		
9.	Ability to change appointment details e.g. date/time, reject		
10.	Ability to notify parties involved in any appointment e.g. in case of acceptance/rejection, assignment etc		
11.	Ability to convert/link an appointment to a task that follows the flow of managing a task		
12.	<p>Reports</p> <p>Ability to generate various reports including</p> <p>List successful meetings filtered by date detailing the agenda, attendees, date</p> <p>Failed/ Successful meetings filtered by date detailing the agenda, attendees, date</p> <p>Available dates in a calendar year</p> <p>Ability to generate high level and low level reports on overall institutional performance based on ERP data (Financial, Strategic Plan Progress, Project Management etc.)</p>		

Legal Services

No.	Online System Requirements	Bidders Response	Reference Page in the Document
	Summary		
1.	Contract/MOU Management		
2.	Court Documents and tracking		
3.	Integration with E-Board System		
4.	Management of legal documents		
5.	Support of Governance Audits		
A.	Legal Management		
1.	Capability for Contract / MOU Management and Tracking;		
2.	Capability to provide templates for preparing court documents;		
3.	Capability for tracking of Court Processes;		

No.	Online System Requirements	Bidders Response	Reference Page in the Document
4.	Ability to allow legal Compliance Tracker;		
5.	Capbility for Policy formulation analysis and review;		
6.	Ability to intergrate with E-Board system;		
7.	Capability for preparation of legal documents including contracts;		
8.	Capability to support Governance audit and related issues; and		
9.	Ability to upload court documents for storage e.g. Court summons, rulings etc		

Acronym Table

Note: Compile a table of organizational and technical acronyms used in the Requirements. This can be done, for example, by extending the following table.

	Term	Explanation
	Bps	bits per second
	Cps	characters per second
	DBMS	Database Management System
	DOS	Disk Operating System
	Dpi	dots per inch
	Ethernet	IEEE 802.3 Standard LAN protocol
	GB	Gigabyte
	Hz	Hertz (cycles per second)
	IEEE	Institute of Electrical and Electronics Engineers
	ISO	International Standards Organization
	KB	Kilobyte
	kVA	Kilovolt ampere
	LAN	Local area network
	Lpi	lines per inch
	Lpm	lines per minute
	MB	Megabyte
	MTBF	Mean time between failures
	NIC	Network interface card
	NOS	Network operating system
	ODBC	Open Database Connectivity
	OLE	Object Linking and Embedding
	OS	Operating system

	Term	Explanation
	PCL	Printer Command Language
	Ppm	pages per minute
	PS	PostScript -- Adobe page description language
	RAID	Redundant array of inexpensive disks
	RAM	Random access memory
	RISC	Reduced instruction-set computer
	SCSI	Small Computer System Interface
	SNMP	Simple Network Management Protocol
	SQL	Structured Query Language
	TCP/IP	Transmission Control Protocol / Internet Protocol
	V	Volt
	WLAN	Wireless LAN

A. Functional, Architectural and Performance Requirements

i) **Legal and Regulatory Requirements to be met by the Information System**

1.1 The Information System MUST comply with the following laws and regulations:

1. Constitution of Kenya Article 31
2. Access to Information Act 2016
3. Data Protection Act No 24 of 2019

Regulations.

1. Data protection Act (General) Regulations 2021
2. Data protection Act (Complains handling & enforcement procdures) Regulations 2021
3. Data protection Act (registrations of data controllers and data processors) Regulations 2021

ii) **Business Function Requirements to be met by the Information System**

2.1 The Information System MUST support the following business functions

1 The Procuring Entity's Business Objectives for the Information System The following are the specific objectives include: -

- (i) Review of ALL the processes, workflows and any other workflow which departments shall suggest during the implementation.
- (ii) Design and implement a web-based Business Dynamics 365 BC Enterprise Resource Planning (ERP) system to automate and integrate all the KBI's operations/processes.
- (iii) Centralize implementation to enforce necessary controls and facilitate integrated end to end solution, accurate and timely reporting.
- (iv) Implement dashboard capabilities to facilitate online status reporting and informed strategic management decisions.
- (vi) Integrate with other systems e.g. Banks (especially the one the Institute routinely works with), and any other system that shall be found necessary for KBI operations.
- (vii) Improve organizational productivity through the reduction of time spent on managing documents among others.
- (viii) Integrate and allow for future scalability e.g. Audit analytics, e-document management systems, e-board systems, big data and analytics.

1) *[describe, at the appropriate level of detail for the Information System being supplied and installed: **each specific business processes and procedures that will be automated by the Information System.**]*

2) **Note:** *These business process descriptions may be textual as well as presented in a formal system analysis formats (e.g., process model and data model, use-case model, entity-relation diagrams, swim-lane diagrams, etc.)*

As appropriate, prepare a subsection for the Background and Informational Materials with samples of existing standardized reports, data entry forms, data formats, data coding schemes, etc. which the Information System will need to implement; reference these materials.

iii) **Architectural Requirements to be met by the Information System**

(3.1) The Information System MUST be supplied and configured to implement the following architecture.

- 1) Software Architecture: *[specify: **features (use diagrams as appropriate)**].*
- 2) Hardware Architecture: *[specify: **features (use diagrams as appropriate)**].*

iv) **Systems Administration and Management Functions Required to be met by the Information System**

MS Dynamics 365 BC MUST provide for:

- 1) Management, administration, and security features at the overall System level in an integrated fashion.
- 2) Installation, Configuration and Change Management.
- 3) Operational Monitoring, Diagnostics, and Troubleshooting.
- 4) User Administration and Access Control; User and Usage Monitoring and Audit Trails;
- 5) System and Information Security and Security Policies;
- 6) Back-up and Disaster- Recovery.

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
1.	Technology	The system should be developed in the up to date technology and must have capability to be supported by existing operating systems and devices without distortion of information and user interface.		
		The system should be user friendly, menu driven with extensive online help facilities. The system should have an extensive use of parameters and tables to ensure that the system is flexible to enable the Institute accommodate future changes.		
		The bidder must define the technology platform(s) to be used to fully deliver their proposed platform. This should include: - The proposed components of the system (Names and versions) The application development environment. The database proposed. Operating system proposed. Client or end-user operating systems supported Open-endedness of the platform to allow integration with other upcoming systems		

	Describe the programming language/technology of the system. Supply and installation/setup of the appropriate software, licenses and kits;		
	Bidder to describe the following architectures that will be embraced by the proposed platform		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		System architecture. Information architecture Infrastructure architecture Security architecture		
2.	Functional Interface	<p>The platform must be accessible in all the web browsers i.e Microsoft Edge, Internet Explorer, Opera, Google Chrome, Firefox etc</p> <p>Have a Graphical User-friendly interface that is web-based Simple and Intuitive navigation between functions such as dropdown menu-driven options for common/known data fields.</p> <p>Automatic population of known fields to reduce data re- entry</p> <p>Ability to print any information displayed on a screen.</p> <p>Data validation and error checking facility.</p> <p>The ability for the system to set up various parameters that are user-specific (data classifications, formulas).</p> <p>Be service-oriented architecture and based on web technology standards, interoperability with open standards.</p> <p>Ability to allow for remote access to the System through a standard web browser, mobile.</p> <p>The ability for the system to grant access to users through a single sign-on/log-on facility.</p> <p>The system should interface with other applications.</p> <p>Allow multitasking in different windows</p>		
3.	Scalability and Performance	One of the fundamental requirements of solution architecture to be provided by		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>the vendor is its ability to scale up as and when new applications and services are added and transaction volumes increase without compromising the performance of the overall solution.</p> <p>It should provide for Scale-Up and Scale out on the platform, Web Servers, Database Servers, Application Integration Servers, Business Intelligence (BI) and all other solution components.</p>		
		<p>The system must be adaptable and scalable with changing technology</p>		
4.	Availability	<p>Solution should be designed to remove all single points of failure. The solution should provide the ability to recover from failures, thus protecting against many multiple component failures.</p> <p>Solution should support disaster recovery</p> <p>The solution should support remote access</p>		
5.	Manageability	<p>All the components of the system must be managed from a remote management station. Shall provide custom reporting of current and historical system performance parameters. Performance parameters to be tracked include resource utilization (CPU, Memory, Hard Disk, I/O, and Processes), uptime, throughput, device alerts/failure etc.</p>		
6.	Architecture	<p>The system should support a multi-tier architecture with each tier fully independent.</p> <p>It should have an Active Directory (for authentication)</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		and e-mail system and also provide a flexible API for system integration and application development.		
		The system should provide a modular facility to customize the document management interface to meet specific functional requirements		
7.	Security	<p>The ability for the system to grant access to users through a single sign-on/log-on facility.</p> <p>Login, password and user settings are limited to administrator role and define password strength and alerts to change password for a defined period</p>		
		<p>Different confidentiality settings for groups and individuals to be managed by the administrator.</p> <p>Modern threat protection, customizable content controls and an intuitive web-based console</p> <p>Configure Violations to warn users, block the files from being posted and/or replace the files with custom text.</p> <p>Two factor Authentication of users</p> <p>Where there is high level approval, such to be limited to defined devices only.</p> <p>The system must support extensive audit trails at folder/ aggregation of records level to the lowest object level for each action done by a particular user by stamping the user name, date and time.</p> <p>The system should ensure that the audit trails remain</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>unalterable and this function should be fully handed over to the Agency.</p> <p>Provide system's security driven by roles, so as to reduce the number of security profiles that need to be maintained The system should have adequate data entry security controls, validation, check digit, etc. Definable password security permission with read, update, add, delete and post.</p> <p>Separation of business application system access and administration from that of Database Administration and Operating System access and administration.</p> <p>Audit trail on Users, functions accessed with details of transactions should be posted to a secure log file both within the system and an offsite location that is only accessed by a designated staff.</p> <p>Maintain Disk Storage of Audit Trail Log file (log password reinstructed)</p> <p>The system should be modular allowing phased implementation of additional modules.</p>		
	User Authentication	<p>Each user must be authenticated with a unique user-id / username and password on the application. The User IDs / Usernames should be case sensitive.</p>		
		<p>All user accounts must be managed with reference to and in synchronization with an authoritative central user</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>management system e.g. identifying personal numbers in Agency 's active staff database (Active Directory, Central HR database or the ERP etc.) for internal Agency users NB: User accounts management activities include but not limited to new user creation, user maintenance, rights management with groupings and user authentication (during login).</p>		
		<p>All new user accounts must have a system-generated random password when created. A secure way of communicating the initial password to the user should be utilized, e.g. via an e-mail account.</p>		
		<p>The system must prompt users to change their passwords the first time they log on to the application.</p>		
		<p>The system must support password expiry features with a configurable frequency. This should be parameterized to allow flexibility in adjusting this value as required.</p>		
		<p>The system should not support automatic logins to guard against brute force attacks. The login page should include a challenge which the user responds to before proceeding with the login.</p>		
		<p>The system must implement the following Password Strength Controls:</p>		
		<p>Passwords should have a configurable minimum and maximum lengths</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		Password must meet a configurable combination of the following 4 complexity rules: at least 1 uppercase character (A-Z) at least 1 lowercase character (a-z) at least 1 digit (0-9) at least 1 special character (punctuation)		
		These password features should be configurable to support future complexity requirements		
		During password change, if the new password doesn't comply with the complexity policy, the error message should describe EVERY complexity rule that the new password does not comply with		
		The solution should implement a secure self-service password recovery mechanism in the event the user forgot their password. Recovery should support sending OTP through sms.		
		Any password reset/recovery mechanism option must not reveal whether or not an account is valid, preventing username harvesting		
		The login page and all subsequent authenticated pages must be exclusively accessed over TLS. All active sessions must be encrypted		
		The solution should support expiring of newly created accounts if not used for a configurable period of time. This should be parameterized		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		to allow flexibility in adjusting this value as required		
		The solution must support a password change notification and a configurable number of grace logins. The password must be changed after a configurable duration. This should be parameterized for flexibility		
		The solution must support password lock out after a configurable number of unsuccessful login attempts. This should be parameterized to allow flexibility in adjusting this value as required		
		The solution should respond with a generic error message regardless of whether the user ID or password was incorrect. It should also give no indication to the status of an existing account. The generic message should not reveal which of the authentication parameters is invalid		
		The solution must expire a user account after the session has been idle for a configurable period of time. This should be parameterized to allow flexibility in adjusting this value as required		
		The solution should support re-authentication for sensitive features e.g. before updating sensitive account information such as the user's password, user's email, or before performing sensitive transactions. The function(s) requiring re-authentication should be configurable/determined		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>The solution must not allow the re-use of a past password until a set period of time and a set number of password changes have been made. This should be parameterized to allow flexibility in adjusting this value as required</p>		
		<p>High level approval e.g. the Final approval for payment and any other such approvals as shall be defined from time to time, to be confined to specific devices.</p>		
	Security plan	<p>Bidders are required to submit a comprehensive security plan considering physical security, network security, user, application and database-level security for the system platform User Authentication Logging & Auditing (audit trails) Session Management Session Expiration: etc</p>		
8.	Confidentiality	<p>The system must ensure that data are accessible only to those authorized to have access. Access to the server resources must be protected and authorized by the system to prescribed Actors/Roles as documented. All user account management functions must require re-authentication even if the user has a valid session id. Session should expire in 5 minutes after request is idle. This time shall be configurable. Time of changes to data must be recorded to the nearest second Accountability. The</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>system must maintain complete, secure records of actions that affect security. Such action includes introducing new user to the system, assigning or changing the security level of a subject or an object and denying access attempts.</p>		
9.	System integration	<p>Seamlessly Integration with all existing digitized systems for all relevant organizations and allow for future integration too.</p> <p>The solution/interface needs to be integrated with SharePoint Libraries, Access Control and other</p> <p>Should support both Synchronous and Asynchronous communication (information exchange) with the backend business applications</p> <p>The integration should enable Administrators to easily surface documents in the system, allowing them to:</p> <ul style="list-style-type: none"> Link to one or more individual documents selected from the system Create lists of documents based on specific selection criteria: e.g. library, folder or metadata Insert links to individual documents inside rich text areas Easily give access to documents in other systems by selecting libraries, for folders or individual files. 		
10.	Workflow	<p>The bidder is to automate all the processes defined for the generation of appropriate reports, data analysis etc as per the requests</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>Develop workflow for each of the processes and allow for proper management of the same. The workflow should be accessible anywhere in the world.</p> <p>The system should support authorized users to forward data for approval in a predefined and flexible route. Users in the workflow should be able to access the work items in their inbox and process them accordingly. These inboxes shall have the facility to categorize overdue work, pending work, all my work, Work Assigned to Me, by filtering using the user login ID The System should provide a form generating tool which can be used to design a data entry form to feed into the database so that stakeholders who don't have a digitized system can open, fill and update the database.</p> <p>Creation of different action codes (attributions) for different tasks with different automatic alerts e.g. e-mail, Short Message Service etc. or notification for pending work to officers</p> <p>Allow for drill down of data and give a Clear overview in one window of all attributions to a person or to a department or item</p> <p>Search for persons/departments and their records, closed, open and overdue payments from the aggregated data from all the integrated systems.</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>The Workflow solution shall support dynamic rights allocation on objects after receiving the work item. The rights should be enabled / disabled automatically as the work is routed in the defined path.</p> <p>The system should support time and event-based reminders and automatic escalations to relevant user after specified time intervals pending work items, completed items, items pending with specific users etc. The system should provide a facility for assigning tasks and deadlines for users in a work flow.</p> <p>The system should provide for the change of deadlines based on requests</p> <p>Workflow configuration utility should be defined to seamlessly move data from one module to the next (end to end configuration)</p>		
11.	Documentation	<p>Provide technical documentation detailing how the system has been setup and how the various features will be utilized</p> <p>Create backup and disaster recovery plan</p> <p>Create documents and guides for day-to-day use of the system by end users</p> <p>On-going support, user management and system administration</p> <p>On-going maintenance of the entire platform and related applications</p> <p>Core Integration architecture</p>		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		A comprehensive workplan showing the scheduling of project tasks and resource allocation.		
12.	Notification	<p>The system should have a capability sending notifications to the relevant user/stakeholder.</p> <p>The system must be configured to send system functionality and availability alerts to the administrator and should self- healing feature in case of an error, and enable Error logging</p>		
13.	Business continuity:	Scheduled backup and real-time replication		
		Have multi-user capability: with many users logging in at the same time -concurrent users		
		The system be accessible over LAN and WAN using client server.		
		Run on Relational Database Management System such as MS SQL		
		Provide Detailed Operational and Maintenance Manuals and On-line Reference Manual.		
		Training Operators on daily operations of the system.		
		Training IT staff on management and user support of the software.		
		Built in Backup Function and File Recovery Utilities. Provide back-up/recovery and restart procedures and programs as well as an active audit trail for continuity of operations The application will have a centralized database to be accessed by all authorized users.		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		The application will be expected to have the ability to archive data designated as dormant to different data files. The system must have process workflows, triggers and escalation for report generation of analysed data		
		The System must have the capability of performing incremental backups without system downtime.		
		Transaction Rollback After Crash, System Integrity Check for file and data corruption.		
		Ability to scale in database size to store data for 5 years.		
14.	Reports	Ability to handle versatile reporting queries from staff and allow automatic generation of scheduled reports		
		Have an adhoc report writer/report generating tool that will enable the Agency to design and tailor reports to meet specific reporting requirements. Generate standard and customized reports with the provision for a drill-down capability.		
		The system should allow the reports to be exported to PDF, DOCX, CSV, Excel or any other file format required by the user.		
		Ability to email reports directly.		
		The system must provide comprehensive reporting facilities including: parameter-driven standard reports available from menus An ad hoc query reports The ability to integrate with a data warehouse.		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		The system must provide the facility to allow authorized users to download information in various formats such as pdf,		
		The system must provide an online help facility to the users		
		The stakeholders will request online for reports and analysis documents. The requested reports will be allocated to internal users to undertake the generation and submit to the relevant office to release. Ability to process batched report requests without operators intervention		
		Ability to retain archived history transactions online for a specified period of time without affecting system processing capacity		
		Ability to develop custom menus and reports and assign to users to minimize and prohibit direct access to database records		
		The system should provide various dashboards on related information for different users. The system should allow the users to be able to customize their dashboards depending on the data they need to see.		
		The system must provide a facility for output/reports to be directed either to a printer, screen or file and have the following fields: Title/description; Page numbering; End of report message; and Default spooling where output size exceeds user- defined limits. Item No, General Report features etc		

Item No.	Item	Technical Requirements	Bidder's Response	Reference Page in the Tender Document
		<p>Ability to handle versatile reporting queries from staff.</p> <p>Automatically refresh when the underlying data is changed.</p> <p>Ability to configure the layout of standard reports.</p> <p>Ability to transform existing data in a report into a chart or graph.</p> <p>Ability to predefine the generation of automatic reports for example weekly, bi-weekly, monthly, quarterly, annually.</p>		
		<p>The bidder shall demonstrate that the platform has tools that provide easy to use wizards that will enable users to create customized reports. Users who perform this function will have to be trained on the use of the tools.</p>		

v) Performance Requirements of the Information System

5.1 The Information System MUST reach the following performance levels.

- 1) [describe, at the appropriate level of detail for the particular Information System being supplied and installed: **Highest throughput (Near 100%) and/or instant response times for all business processes and procedures automated by the System; the relevant conditions under which the System must achieve these performance standards.** (e.g., the number of concurrent users, type of transactions, type and quantity of business data that the System must process in achieving these performance standards, etc.)]
- 2) *Note: Whenever feasible, business functions should be stated and used as the basis for performance specifications. Relying solely on technological requirements can in advertently restrict competition.*

B. Service Specifications– Supply & Install Items

i) System Analysis, Design and Customization/ Development

- (1) The Supplier MUST perform the following Analysis and Design activities using a formal system analysis/ development methodology with the following key activities and design deliverables.
- (2) Detailed Analysis: System Design Document; System Requirements Specification; Interface Requirements Specification); Software/System Test Descriptions; Software/ System Test Plan, etc.
- (3) Physical Design: **Software Design Description; Interface Design Document; Data base Design Document;** etc.
- (4) Integrated System: **User's Manual; Operations Manual; Source Code; CASE Files;** etc.

ii) Software Customization/ Development

- (1) The Supplier MUST perform Software Customization / Development using a formal software development methodology with the following characteristics and/ or with the following technologies and/ or tools.
- 2)[for example, describe: **Software Development Method** (e.g., Cascade, Rapid Application Development; **and/ or Open Standards** (e.g., Java, XML, etc.); **and/ or CASE tools**, etc.]

iii) System Integration (to other existing systems)

- 1) The Supplier MUST perform the following Integration Services and provide APIs as required: Banking Systems, Mobile Money like MPESA, Integrated Management Information System (IMIS) and Trade Facilitation Platform (TFP) Systems, e-GP and IFMIS.

7. Training and Training Materials

(4.1) The Supplier MUST provide the following Training Services and Materials.

- 1) User: MS Dynamics 365 BC user and operational **training. The tenderer must provide hands on training and avail all the necessary user manuals** containing any detailed information regarding the available training facilities; etc.
- 2) Technical: **MS Dynamics 365 BC technical** training and system administration and possibly lead to certification. The tenderer must provide hands on training and avail all the necessary technical manuals **containing any detailed information regarding the available training facilities; etc.**
- 3) Management: MS Dynamics 365 BC administration **curricula, practical hands on training for the familiarization with the functionality, technology and methodology components of the Information System;** etc.

v) **Data Conversion and Migration**

vi) The Supplier MUST provide services and tools to perform the following Data Conversion and Migration Services: **[data during implementation of MS Dynamics 365 BC System. The data will be subjected to quality assurance and validation before upload**

vii) Documentation Requirements

(6.1) The Supplier MUST prepare and provide the following Documentation.

- 1) End-User Documents: Online soft copy documentation_
- 2) Technical Documents: Online soft copy documentation Requirements of the Supplier's Technical Team

(7.1) The Supplier MUST maintain a technical team of the following roles and skill levels during the Supply and Installation Activities under the Contract:

- 1) Project Team Leader: Academic Qualification; Bachelor's Degree in Computer Science or related field, **Professional qualification**; PMP Certification, Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. CISA, SQL etc, Experience; 7 years' experience or more in development, implementation & support of ERP systems.
- 2) System Analyst: Academic Qualification; Bachelor's Degree in Computer Science or related field, **Professional qualification**; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.
- 3) Database Expert: Academic Qualification; Bachelor's Degree in Computer Science or related field, **Professional qualification**; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.
- 4) Programming Expert: Academic Qualification; Bachelor's Degree in Computer Science or related field, **Professional qualification**; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.
- 5) Systems Administration / Security Expert: Academic Qualification; Bachelor's Degree in Computer Science or related field, **Professional qualification**; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.

C. **Technology Specifications– Supply & Install Items**

(i) General Technical Requirements

- 1) Language Support: All information technologies must provide support for the *[insert: **either national or business language(s) of the end-user(s)**]*. Specifically, all display technologies and software must support the ISO *[insert: **character set number**]* character set and perform sorting according to *[insert: **appropriate standard method**]*.
- 2) Electrical Power: All active (powered) equipment must operate on *[specify: **voltage range and frequency range**, e.g., 220v +/- 20v, 50Hz +/- 2Hz]*. All active equipment must include power plugs standard in *[insert: **Procuring Entity's Country**]*.
- 3) Environmental: Unless otherwise specified, all equipment must operate in environments of *[specify, **temperature, humidity, and dust conditions**, e.g., 10-30 degrees centigrade, 20-80 percent relative humidity, and 0-40 grams per cubic meter of dust]*.

(4) Safety:

- 4.1 Unless otherwise specified, all equipment must operate at noise levels no greater than *[insert: maximum number, e.g.,55]* decibels.
- 4.2 All electronic equipment that emits electromagnetic energy must be certified as meeting *[insert: emission standard, e.g., USFCC class B or END 55022 and END 50082-1]*, or equivalent, emission standards.

ii) Computing Hardware Specifications

2.1 Processing Unit Type 1: *[specify: name of processing unit and technical function (e.g., Central Database Server)]*:

- 1) Processing unit performance: As configured for the tender, the processing unit MUST, at a minimum,
 - a) Achieve *[specify: standard benchmark test or tests and minimum performance levels, for example, "SPEC CPU 2006 rating"]*
(Or, for PCs)
Achieve a minimum performance equal to a score of *[specify: score]* under the benchmark *[specify: benchmark, for example "Sylmar 2007 Rating"]*
 - b) Provide input-output performance, as follows *[specify: minimum input-output performance levels (e.g., data bus transfer rates; standard peripheral interfaces; minimum number of concurrent terminal sessions, etc.)]*
- (2) Processor expandability: *[for example, specify: minimum acceptable number of processors; minimum acceptable levels of performance; minimum acceptable degree of expandability for processors/performance, relative to tender configuration; minimum acceptable number of internal Sub system expansions lots; etc.,]*
- (3) Process or memory and other storage: *[for example, specify: main memory; cache memory; disk storage; tape storage; optical drives; etc.]*

Note: If the upgrade requirements over the next few years for processing power, memory, etc., are reasonably well known at the time the tendering documents are to be issued, the Procuring Entity may wish to incorporate these requirements in the Recurrent Cost Table and possibly include them in the Contract Price. This will subject them to competition and provide away contractually to control future price increases. This approach reserves for the Procuring Entity the option of including upgrades in the Contract, even if upgrades are not needed in the end. An SCC needs to be included clarifying how upgrades will be treated in the final Contract.

- (4) Processing unit fault tolerance: *[for example, specify: error checking; failure detection, prediction, reporting, and management; redundant power supplies and other modules; "hot-swappable modules"; etc.]*
- (5) Processing unit management features: *[for example, specify: features and supported standards; local and remote management; etc.]*
- (6) Processing unit input and output devices: *[for example, specify: network interfaces and controllers; display; keyboard; mouse; bar-code, smart-card, and identification-card readers; modems; audio and video interfaces and devices; etc.]*
- (7) Other processing unit features: *[for example, specify: power-saving features; battery life for portable equipment; etc.]*

2.2 Processing Unit Type 2: *[specify: name of processing unit and technical function (e.g., General Purpose Work station)]*:

3.1.2.1 ...

ii) Network and Communications Specifications

3.1 Local Area Network:

- 1) Equipment and software: *[for example, specify: as appropriate, for each type of equipment and software: protocols supported; performance levels; expandability, fault tolerance, administration, management and security features; etc.]*
- 2) Cabling: *[for example, specify: cable type(s); topology(ies); cable protectors, channels and other installation standards (e.g., ANSI / EIA / TIA 598); cable labeling schemes, references to premises drawings; etc.]*

3.2 Wide-Area Network:

- 3) Equipment and software: *[for example, specify: protocols supported; performance levels; expandability; fault tolerance; administration, management, and security features; etc.]*
- 4) Telecommunications Services: *[for example, specify: media; capacity; protocols supported; performance levels; expandability; fault tolerance; administration, management, and security features; etc.]*

3.2 Other Communications Equipment: *[for example, specify: modems; facsimile devices; modem and facsimile servers, etc.]*

3.3 Video Conferencing/ Congress Equipment:

3.5. ...

iii) Ancillary Hardware Specifications

- 1) Shared Data Storage Devices: *[specify: disk; tape; optical storage devices, including capacities, interfaces, hardware-based administration/ diagnostics/ fail over, etc.]*
- 2) Shared Output and Input Devices:

General Requirements: Unless otherwise specified, all shared output and input devices must be capable of handling A4 standard sized paper.

Printers: *[for example, specify: high-speed, high-quality printer; standard-speed, high-quality printer; high-speed, large-format (A3) printer; color, high-quality printer, video and output devices; etc.]*

Scanners: *[for example, specify: scanner resolution; paper-/ film-handling features; speed; etc.]*

3) Power Conditioning Devices:

3.1 Uninterruptable Power Supplies: *[for example, specify: output power delivery and duration capacity, power filtering capacity, battery features, interfaces, device management diagnostics and fail over features, etc.]*

4) Specialized Furnishing/ Equipment:

4.1 Equipment Cabinets/ Racks: *[for example, specify: size, capacity, physical access and access control, ventilation and environmental control features, etc.]*

4.2 Environment Control Equipment: *[for example, specify: air conditioning units; humidity control equipment; etc.]*

4.3 Physical Access Control Equipment: *[for example, specify: door entry controls; intrusion detection; video surveillance, etc.]*

4.4 Logical Access Control Equipment: *[for example, specify: secure identity tokens; token readers, etc.]*

iv) Standard Software Specifications

5 System Software and System - Management Utilities:

4 System Software and System - Management Utilities:

- 1) Processing unit type: MS 2022 **operating system; back-up, optimization, anti-virus, and other utilities; systems administration, maintenance, and troubleshooting tools;** etc.

4.1 Networking and Communications Software: **Web Client and/or FortiClient Firewallt to support network services, management and administration features; security and failure management features;** etc.

4.2 Database Software and Development Tools: **MS SQL 2019 database and database management feature; development tools and environments;** etc.

4.3 Business Application Software: MS SharePoint, Business Intelligence must be supported in native code; application management feature; customization options and tools; etc.

5.1 Business Application Software: *[for example, specify: specific business functions to be supported in native code; application management feature; customization options and tools; etc.]*

v) Consumables

6.1 Printer Ink/ Toner–PrinterType1:

vi) Other Non-IT Goods

6.2 Work station Desks:

6.3 Photocopiers:

6.4 Specialized Mechanical Systems–Data center *[for example, specify: raised floor system, electrical distribution subsystem, etc.]*

D. Testing and Quality Assurance Requirements

(i) Inspections

Item No.	Features	Minimum Requirements	Bidder's Response	Reference Page in Tender Document
System Testing				

Item No.	Features	Minimum Requirements	Bidder's Response	Reference Page in Tender Document
1.	General	<ul style="list-style-type: none"> • Create test cases and test data. • Manage the test environments and associated test data from an applications perspective. • Ensure that all testing activities conform to the requirements of defined Change Control procedures. • Perform unit and system testing and document results. • Perform integration, stress, and regression testing and document results. • Perform data migration and data conversion tests. • Review and approve results of all testing activities. • Develop and conduct user acceptance, quality assurance (QA) testing and document results. • Assist in conducting and documenting user acceptance and QA testing. • Review testing results to identify variances between documented requirements and provided functionality and usability. • Review testing results for compliance with policies, procedures, plans, and metrics (e.g. defect rates, progress against schedule, etc.). • Correct defects identified during the testing efforts. 		
2.	Unit Testing:	The vendor will carry out the unit testing in house to make sure each component and module of the system functions as designed.		
3.	Integration Testing:	After all modules of the system are developed, integration testing is		

Item No.	Features	Minimum Requirements	Bidder's Response	Reference Page in Tender Document
		carried out to make sure that all modules function and perform as expected when working in combination.		
4.	Load testing:	Since the application will be used by a large number of users in future, load testing will be performed to see how the system performs under heavy loads. This may require fine tuning the web server, application, application server, and/or the database server or network configuration and load balancing.		
5.	Recovery Testing:	One of the important aspects of an application is how well it can recover in case of a system failure, server shutdown, or service failure. Tests will be carried out to see how well the system recovers from crashes and hardware failures.		
6.	Security Testing	It is necessary to perform detailed security testing of the system. This involves a complete penetration test to make sure the application and the server is not vulnerable to any type of attacks such as SQL injection attack, XSS attacks etc. This will be done by using threat detection and vulnerability scanner software		
UAT Testing Approach				
7.	Usability Testing	The client will test the navigation between screens, user-friendliness and workflows of each of the screens. Against this, if deficiencies are identified the interface maybe redesigned during this testing Stage based on feedback from the Client.		
8.	Functional Testing:	A complete end to end functional testing cycle will run. During the functional test, actual processes, and all key services provided by system will be tested against the business requirement, (end to end) to see if the system meets the requirements as described in the in the Tender		

Item No.	Features	Minimum Requirements	Bidder's Response	Reference Page in Tender Document
		document and stores data and generate reports properly.		
9.	Acceptance Testing	An end to end functional and quality of service (including security, performance and robustness) will be complete by KBI to any system sign off.		
10.	UAT Test Script	An end to end functional and quality of service (including security, performance and robustness) will be complete by KBI prior to any system sign off.		

The Project is organized in seven (7) stages as listed hereunder:

1. Stage 1: **Project planning and conceptual solution definition:** conducting feasibility, understanding the requirements and developing the Project plan.
2. Stage 2: **Detailed analysis and design of the solution:** Create user requirements blueprint and design the Microsoft Business Dynamics 365 BC web-based platform prototype based on the blueprint.
 Stage 3: **Development/customization and configuration** of the platform incorporating the user comments including testing of each module
3. Stage 4: **Preparation of the required hardware** provided by KBI to ensure smooth implementation of the proposed platform.
4. Stage 5: **System installation, implementation, integration** with other relevant systems and end to end system testing.
 Stage 6: Provision of training to all the relevant groups in KBI (users, Technical, administrators, super users and other stakeholders).
 Stage 7: Go live, Hand over, and Provision of Maintenance and Support for a period of ONE (1) YEAR after go live and warranty for a period of 12 months after maintenance and support period of 12 months

Acceptance Process as per the Deliverables in Each Stage

It is envisaged that the project will go through the following stages and the deliverables at each stage are as tabulated below:

Stages	Description	Project Deliverables	Proof
Stage 1	<i>Project planning and conceptual solution definition:</i> Understanding the requirements and developing the Project plan.	Requirements Document and System Design Document	Inception Report
		Full detailed project plan including work plan & Gantt chart	
Stage 2	<i>Detailed analysis and design of the solution:</i> Create user requirements blueprint and design the Microsoft dynamics 365 BC web-based platform prototype based on the blueprint.	Refined user requirements blueprint and the enterprise integration platform architectural design.	Certificate of Acceptance and Sign Off for Technical Architecture Document, Final Business Requirements Doc and prototype system
		Microsoft dynamics 365 BC Web-based Integration platform Prototype based on the blueprint.	
Stage 3	<i>Development/customization and configuration</i> of the platform incorporating the user comments including	Development/customization and configured integration platform	Certificate of Acceptance and Sign Off for the tested system
		Test reports for each	

Stages	Description	Project Deliverables	Proof
	testing of each module	functionality	report
Stage 4	<i>Preparation of the required hardware</i> provided by the Institute to ensure smooth implementation of the proposed platform	Hardware configuration ready for installation of the proposed platform.	UAT Certificate
Stage 5	<i>System installation, implementation, integration</i> with other relevant systems and end to end system testing	Integrated System installation and implementation with other relevant systems, including.	Certificate of Acceptance and Sign Off for testing report and end to end functional testing report.
		end to end system testing reports	
		Test report for the integrated system (end to end)	
		User Acceptance Test Cases/Scripts and UAT Plan	
		Approved UAT Report	
Stage 6:	Provision of training to all the relevant groups in the Institute (Users, Technical, administrators, super users and other stakeholders).	Approved Training Plan	Certificate of Acceptance and Sign Off for training documents
		Provision of training to all the relevant groups in the Institute (users, technical, administrators, super users and other stakeholders).	
		User and Training Manuals for the System	
		Operational Manuals for all Hardware and Software	
		User Manuals and Training Manuals for the System	
Stage 7	Go live, Hand over, and Provision of Maintenance and Support during and after completion of Stages 1-4 for 12 months. Subsequently, maintenance and support will be renewed on an annual	Handover plan	Certificate of Acceptance and Sign Off for handover and maintenance documents
		Maintenance and Support plan for 12 months warranty period. This will be renewed annually subject on satisfactory performance.	

Stages	Description	Project Deliverables	Proof
	basis subject to satisfactory performance as per the SLA		

- (ii)
 - 1.1 Factory Inspections: *[if any, specify: the items, criteria, and methods to be employed by the Procuring Entity, or its agent, during factory inspections of the Information Technologies and other Goods prior to their shipment to the site(s).]*
 - 1.2 Inspections following delivery: *[if any, specify: the items, criteria, and methods to be employed by the Procuring Entity, or its agent, upon delivery and unpacking of the Information Technologies and other Goods to the Site(s).]*

ii) Pre-commissioning Tests

- 2.1 In addition to the Supplier's standard check-out and set-up tests, the Supplier (with the assistance of the Procuring Entity) must perform the following tests on the System and its Sub systems before Installation will be deemed to have occurred and the Procuring Entity will issue the Installation Certificate (s) (pursuant to GCC Clause 26 and related SCC clauses).
- 2.2 *[specify: Sub system1(as defined in the Site Table[s] attached to the Implementation Schedule) specify: tests, test conditions, success criteria, etc.]*
- 2.3 *[specify: Sub system2(as defined in the Site Table{s}) specify: tests, test conditions, success criteria, etc.]*
- 2.4 the Entire System: Pre-commissioning Tests for the entire System are: *[specify: tests, test conditions, success criteria, etc.]*

iii) Operational Acceptance Tests

- 3.1 Pursuant to GCC Clause 27 and related SCC clauses, the Procuring Entity (with the assistance of the Supplier) will perform the following tests on the System and its Sub systems following Installation to determine whether the System and the Sub systems meet all the requirements mandated for Operational Acceptance.
- 3.2 *[specify: Subsystem 1 (as defined in the Implementation Schedule) specify: tests, test conditions, success criteria, etc.]*
- 3.3 *[specify: Subsystem 2 (as defined in the Implementation Schedule) specify: tests, test conditions, success criteria, etc.]*
- 3.4 the Entire System: Pre-commissioning Tests for the entire System are: *[specify: tests, test conditions, success criteria, etc.]*

Note: The complexity of the Operational Acceptance Testing needed will vary in accordance with the complexity of the System being procured. For simpler Information Systems Operational Acceptance Testing may simply consist of requiring a specified period of trouble-free System or Sub system operation under normal operating conditions. For more complex Systems, Operational Acceptance testing will require extensive, clearly defined tests under either production or mock-production conditions.

E. Service Specifications–Recurrent Cost Items

i) Warranty Defect Repair

- 1.1 The Supplier MUST provide the following services under the Contract or, as appropriate under separate contracts (as specified in the tendering documents).
 - 1) Warranty Defect Repair Service: *[for example, specify: coverage period; response time and problem-resolution performance standards; modes of service, such as on-site, on-call, or return to warehouse; etc. (indicate how these may vary among hardware, software, network technologies, etc.)]*
 - 2) ...

ii) Technical Support

- 2.1 The Supplier MUST provide the following services under the Contract or, as appropriate under separate contracts (as specified in the tendering documents).
 - 1) User support / hot line: *[for example, specify: coverage period; response time and problem resolution performance standards; etc.]*
 - 2) Technical Assistance: *[for example, specify: categories of technical staff required; anticipated tasks and objectives; response-time performance standards; etc. (indicate how these may vary among hardware, software, network technologies, etc.)]*
 - 3) Post-Warranty Maintenance Services: *[for example, specify: coverage period; response time and*

problem-resolution performance standards; modes of service, such as on-site, on-call, or return to warehouse; etc. (indicate how these may vary among hardware, software, network technologies, etc.)]

4)

iii) Requirements of the Supplier's Technical Team

3.1 The Supplier MUST provide a technical team to cover the Procuring Entity's anticipated Post-Operational Acceptance Technical Assistance Activities Requirements (e.g., modification of the Information System to comply with changing legislation and regulations) with the roles and skill levels that are specified below. The minimum expected quantities of inputs by the Supplier's technical support team are specified in the relevant System Inventory Tables for Recurrent Cost Items.

1. System Analyst: Academic Qualification; Bachelor's Degree in Computer Science or related field, Professional qualification; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.
2. Database Expert: Academic Qualification; Bachelor's Degree in Computer Science or related field, Professional qualification; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.
3. Programming Expert: Academic Qualification; Bachelor's Degree in Computer Science or related field, Professional qualification; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.
4. Systems Administration / Security Expert: Academic Qualification; Bachelor's Degree in Computer Science or related field, Professional qualification; Microsoft Dynamics 365 BC Certification, Other certification in a relevant field e.g. SQL, DMS, CRM, BI, Programming, SharePoint, Web Portals etc.etc, Experience; 5 years' experience or more in development, implementation & support of ERP systems.

Note: The Technical Assistance Team specification may be used to develop tender prices for technical support Recurrent Costs. These may be included in the main Contract or be subject to separate contracts. In either regard, to obtain meaningful and comparable tender prices, the Procuring Entity will need to specify the roles of the technical support team members in this section and indicate the quantities of the corresponding inputs in the Systems Inventory Tables for Recurrent Cost items.

F. Implementation Schedule

Notes on preparing the Implementation Schedule *the Implementation Schedule summarize when and where Installation, and Operational Acceptance should take place for all Sub systems and/ or major components of the System, and for the overall System it self—as well as any other major Contract milestones.*

Note: *The delivery date is not presented in the Implementation Schedule. Under Incoterms 2010 for CIP, Delivery refers to the date when the Supplier delivers the goods to the first carrier at the port of embarkation, not to the arrival of the goods at the destination site. Delivery (shipment) date therefore varies according to the country of origin of the goods and the Supplier's chosen method of transport.*

The target dates need to be realistic and achievable in light of the capacity of both the average Supplier and the Procuring Entity to carry out their respective contract obligations. Also, the Procuring Entity must take care to ensure that the dates specified in the Schedule are consistent with any specified elsewhere in the tendering document, especially in the GCC/SCC (e.g., and/ or times specified for the submission and acceptance of the Agreed Project Plan). The work breakdown structure (deliverables) in the Implementation Schedule should be sufficiently detailed to facilitate careful management of the Contract - but not so detailed that it unnecessarily constrains tenderers from organizing the proposed work in the most efficient and effective manner.

To facilitate the tendering and the contract management processes, the Implementation Schedule, the System Inventory Tables and Price Schedules should be closely linked. In particular, the Implementation Schedule defines the major deliverable Subsystems. For each Subsystem there should be a corresponding System Inventory Table or Tables. These System Inventory Tables catalog the specific items (inputs) comprising the Sub system, as well as the quantities of each item required (for the supply and install cost items as well as their current cost items). For each System Inventory Table there should be a corresponding Price Schedule that closely mirrors the System Inventory Table. Careful development of these materials will greatly improve the chances of obtaining complete and comparable tenders (and ease the tender evaluation process) as well as improving the likelihood that the Procuring

Entity's and Supplier's interactions during contract execution are closely orchestrated (thus easing the burden of contract management and improving the likelihood of successful implementation of the Information System).

The sample tables comprise:

- a) An Implementation Schedule Table;*
- b) A Site Table(s); and*
- c) A Table of Holidays and other Non-Working Days.*

The Procuring Entity should modify these tables, as required, to suit the particulars of the System (and Sub systems) to be supplied and installed. The sample text in the tables is illustrative only and should be modified or deleted as appropriate. The timings stated in the Implementation Schedule should be specified in weeks from Contract Effectiveness. This will ease the maintenance of the tendering documents during the preparation and tendering processes.

Where appropriate, the Implementation Schedule should indicate the deliverables against which Liquidated Damages may be applied in the event of implementation delays arising from the actions of the Supplier (as governed by the SCC and GCC clause 28). These milestones should be kept to the essential minimum needed by the Procuring Entity to ensure contract discipline by the Supplier- but not so many that they unnecessarily strain the Procuring Entity-Supplier relationship upon which the successful implementation of the Information System will invariably depend.

The Site Table(s) catalog the physic allocation of the site(s) where the System is to be supplied, installed, and operated. The site(s) may consist of a number of branch offices in remote regions, different departments or offices in the same city, or a combination of these. The Procuring Entity must specify this information in sufficient detail so that Tenderers can accurately estimate costs related to:

- a) Delivery and insurance;*
- b) Installation, including cabling and inter-building communications, etc.*
- c) Perform support services, such as warranty defect repair, maintenance, and other technical support services; and*
- d) Other related Service obligations the successful Tenderer will have to perform under the Contract, including related travel and subsistence costs.*

This information will also help Tenderers identify which site(s) may warrant a site visit during the period they are preparing their tenders. If the System presents complex installation challenges, site layout drawings should be included in the Background and Informational Materials Section.

i) Implementation Schedule Table

[Specify desired installation and acceptance dates for all items in Schedule below, modifying the sample line items and sample table entries as needed.]

Line Item No.	Subsystem / Item	Configuration Table No.	Site / Site Code	Delivery (Tenderer to specify in the Preliminary Project Plan)	Installation (weeks from Effective Date)	Acceptance (weeks from Effective Date)	Liquidated Damages Milestone
0	Project Plan	--	--		--	W_	no
1	Subsystem 1	1	---		--	--	--
:	etc.						
x	Operational Acceptance of the System as an integrated whole	--	all sites		--	W__	yes
y	Recurrent Cost Items – Warranty Period	y	--				

Note: The System Inventory Table(s) for the specific items and components that constitute the Subsystems or item. Refer to the Site Table(s) below for details regarding the site and the site code.

-- indicates not applicable. “Indicates repetition of table entry above.

G. System Inventory Tables

Notes on preparing the System Inventory Tables

The System Inventory Tables detail:

- a) for each Subsystem (Deliverable) indicated in the Implementation Schedule, the Information Technologies, Materials, and other Goods and Services that comprise the System to be supplied and/or performed by the Supplier;
- b) the quantities of such Information Technologies, Materials, and other Goods and Services;
- c) the sites and the location of each on a specific site (e.g., building, floor, room, department, etc.)
- d) the cross references to the relevant section of the Technical Requirements where that item is described in greater detail.

The Procuring Entity should modify these tables, as required, to suit the particulars of the System (and Sub systems) to be supplied and installed. The sample text provided for various sections of the tables is illustrative only and should be modified or deleted as appropriate.

There are two sample formats given for the System Inventory Tables: one for the Supply and Installation cost items and the second for recurrent cost items needed (if any). The second version of the table permits the Procuring Entity to obtain price information about items that are needed during the Warranty Period.

A. System Inventory Table (Supply and Installation Cost ITEMS) [*insert: identifying NUMBER*]

Line-item number: [*specify: relevant line-item number from the Implementation Schedule (e.g., 1.1)*]

[*as necessary for the supply and installation of the System, specify: the detailed components and quantities in the System Inventory Table below for the line item specified above, modifying the sample components and sample table entries as needed. Repeat the System Inventory Table as needed to cover each and every line item in the Implementation Schedule that requires elaboration.*]

Component No.	Component	Relevant Technical Specifications No.	Additional Site Information (e.g., building, floor, department, etc.)	Quantity
1.	Subsystem 1		--	--
1.1	_____			--
:				
2.	Subsystem 2			--
2.1	_____			--
:				

Note: -- indicates not applicable. “ indicates repetition of table entry above.

B. SYSTEM INVENTORY TABLE (RECURRENT COST ITEMS) [INSERT: IDENTIFYING NUMBER]–

Line-item number: [specify: relevant line-item number from the Implementation Schedule (e.g., y.1)]

Component No.	Component	Relevant Technical Specifications No.	Y1	Y2	Y3
1.	Warranty Defect Repair		all items, all sites, included in the Supply and Install Price	all items, all sites, included in the Supply and Install Price	all items, all sites, included in the Supply and Install Price
2.	Software/Firmware Licenses and Updates:		all items, all sites, included in the Supply and Install Price	all items, all sites, included in the Supply and Install Price	all items, all sites, included in the Supply and Install Price
3.	Technical Services				
3.1	Sr. Systems Analyst		----days	----days	----days
3.2	Sr. Programmer		----days	----days	----days
3.3	Sr. Network Specialist, etc.		----days	----days	----days
	...				

Note: - indicates not applicable. “ indicates repetition of table entry above.

1. Background and Informational Materials

Notes on Background and Informational Materials

This section of the tendering document provides a place to gather materials that the Procuring Entity believes will help Tenderers prepare more precisely targeted technical tenders and more precise tender prices.

These materials MUST NOT introduce requirements for the Information System. Rather they should assist Tenderers to interpret the Technical Requirements and the General and Specific Conditions of Contract. For example, these Background and Informational Materials may describe existing information systems that the Information System to be supplied and installed under the Contract must integrate with. However, the specific requirement that the Supplier must integrate the Information System with other systems needs to be stated in the Technical Requirements. Similarly, these Background and Informational Materials may describe the legal and regulatory norms (including for example statutory report formats) that are relevant to the Information System. The Technical Requirements Section would need to spell out that the Supplier must ensure the Information System complies with the relevant legal and regulatory norms.

Background and Informational Materials

Note: The following is only a sample outline. Entries should be modified, extended, and/or deleted, as appropriate for the particular System to be supplied and installed. DO NOT introduce requirements for the System in this section.

A. BACKGROUND

1 The Procuring Entity

- 1.1 [provide: an overview of the Agency's legal basis, organizational role, and core objectives]*
- 1.2 [provide: an overview of the stakeholders to the Information System]*
- 1.3 [provide: an overview of the Procuring Entity's project management and decision-making arrangements applicable to the System and performance of the Contract]*

2 The Procuring Entity's Business Objectives for the Information System

- 2.1 [provide: an overview of the current business objectives, procedures, and processes and how they will be affected by the System]*
- 2.2 [provide: an overview of the changes in objectives, procedures, and processes to be made possible by the System]*
- 2.3 [provide: a brief description of the expected benefits of the System]*

B. INFORMATIONAL MATERIALS

3 The Legal, Regulatory, and Normative Context for the Information System

- 3.1 [provide: an overview of the laws, regulations and other formal norm which will shape the Information System.]*
- 3.2 [provide: samples of existing standardized reports, data entry forms, data formats, data coding schemes, etc. which the Information System will need to implement.]*

4 Existing Information Systems/ Information Technologies Relevant to the Information System

- 4.1 [provide: an overview of the existing information systems and information technologies which will establish the technological context for the implementation of the Information System.]*
- 4.2 [provide: an overview of the ongoing or planned information systems initiatives that will shape context for the implementation of the Information System.]*

5 Available Training Facilities to Support the Implementation of the Information System

5.1 *[provide: an overview of the Procuring Entity's existing training facilities that would be available to support the implementation of the Information System.]*

6 Site Drawings and Site Survey Information Relevant to the Information System

6.1 *[provide: information of the sites at which the Information System would be implemented.]*

PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VI - General Conditions of ContractC

General Conditions of Contract

A. CONTRACT AND INTERPRETATION

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated below.

a) Contract Elements

- i) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein. The Contract Agreement and the Contract Documents shall constitute the Contract, and the term “the Contract” shall in all such documents be construed accordingly.
- ii) “Contract Documents” means the documents specified in Article 1.1 (Contract Documents) of the Contract Agreement (including any amendments to these Documents).
- iii) “Contract Agreement” means the agreement entered into between the Procuring Entity and the Supplier using the form of Contract Agreement contained in the Sample Contractual Forms Section of the tender documents and any modifications to this form agreed to by the Procuring Entity and the Supplier. The date of the Contract Agreement shall be recorded in the signed form.
- iv) “GCC” means the General Conditions of Contract.
- v) “SCC” means the Special Conditions of Contract.
- vi) “Technical Requirements” means the Technical Requirements in Section VII of the tendering documents.
- vii) “Implementation Schedule” means the Implementation Schedule in Section VII of the tendering documents.
- viii) “Contract Price” means the price or prices defined in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.
- ix) “Procurement Regulations” refers to the Regulations issued under the Public Procurement and Asset Disposal Act (2015).
- x) “tendering documents” refers to the collection of documents issued by the Procuring Entity to instruct and inform potential suppliers of the processes for tendering, selection of the winning tender, and Contract formation, as well as the contractual conditions governing the relationship between the Procuring Entity and the Supplier. The General and Special Conditions of Contract, the Technical Requirements, and all other documents included in the tendering documents reflect the Procurement Regulations that the Procuring Entity is obligated to follow during procurement and administration of this Contract.

b) Entities

- i) “Procuring Entity” means the entity purchasing the Information System, as **specified in the SCC**.
- ii) “Project Manager” means the person **named as such in the SCC** or otherwise appointed by the Procuring Entity in the manner provided in GCC Clause 18.1 (Project Manager) to perform the duties delegated by the Procuring Entity.
- iii) “Supplier” means the firm or Joint Venture whose tender to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.
- iv) “Supplier's Representative” means any person nominated by the Supplier and named as such in the Contract Agreement or otherwise approved by the Procuring Entity in the manner provided in GCC Clause 18.2 (Supplier's Representative) to perform the duties delegated by the Supplier.
- v) “Subcontractor” means any firm to whom any of the obligations of the Supplier, including preparation of any design or supply of any Information Technologies or other Goods or Services, is sub contracted directly or indirectly by the Supplier.
- vi) “Adjudicator” means the person named in Appendix 2 of the Contract Agreement, appointed by agreement between the Procuring Entity and the Supplier to make a decision on or to settle any

Dispute between the Procuring Entity and the Supplier referred to him or her by the parties, pursuant to GCC Clause 43.1 (Adjudication).

c) Scope

- i) "Information System," also called "the System," means all the Information Technologies, Materials, and other Goods to be supplied, installed, integrated, and made operational (exclusive of the Supplier's Equipment), together with the Services to be carried out by the Supplier under the Contract.
- ii) "Subsystem" means any subset of the System identified as such in the Contract that may be supplied, installed, tested, and commissioned individually before Commissioning of the entire System.
- iii) "Information Technologies" means all information processing and communications-related hardware, Software, supplies, and consumable items that the Supplier is required to supply and install under the Contract.
- iv) "Goods" means all equipment, machinery, furnishings, Materials, and other tangible items that the Supplier is required to supply or supply and install under the Contract, including, without limitation, the Information Technologies and Materials, but excluding the Supplier's Equipment.
- v) "Services" means all technical, logistical, management, and any other Services to be provided by the Supplier under the Contract to supply, install, customize, integrate, and make operational the System. Such Services may include, but are not restricted to, activity management and quality assurance, design, development, customization, documentation, transportation, insurance, inspection, expediting, site preparation, installation, integration, training, data migration, Pre-commissioning, Commissioning, maintenance, and technical support.
- vi) "The Project Plan" means the document to be developed by the Supplier and approved by the Procuring Entity, pursuant to GCC Clause 19, based on the requirements of the Contract and the Preliminary Project Plan included in the Supplier's tender. The "Agreed Project Plan" is the version of the Project Plan approved by the Procuring Entity, in accordance with GCC Clause 19.2. Should the Project Plan conflict with the Contract in any way, the relevant provisions of the Contract, including any amendments, shall prevail.
- vii) "Software" means that part of the System which are instructions that cause information processing Sub systems to perform in a specific manner or execute specific operations.
- viii) "System Software" means Software that provides the operating and management instructions for the underlying hardware and other components, and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Systems Software. Such System Software includes, but is not restricted to, micro-code embedded in hardware (i.e., "firmware"), operating systems, communications, system and network management, and utility software.
- ix) "General-Purpose Software" means Software that supports general-purpose office and software development activities and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be General-Purpose Software. Such General- Purpose Software may include, but is not restricted to, word processing, spreadsheet, generic database management, and application development software.
- x) "Application Software" means Software formulated to perform specific business or technical functions and interface with the business or technical users of the System and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Application Software.
- xi) "Standard Software" means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Standard Software.
- xii) "Custom Software" means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Custom Software.
- xiii) "Source Code" means the database structures, dictionaries, definitions, program source files, and any other symbolic representations necessary for the compilation, execution, and subsequent maintenance of the Software (typically, but not exclusively, required for Custom Software).

- xiv) “Materials” means all documentation in printed or printable form and all instructional and informational aides in any form (including audio, video, and text) and on any medium, provided to the Procuring Entity under the Contract.
- xv) “Standard Materials” means all Materials not specified as Custom Materials.
- xvi) “Custom Materials” means Materials developed by the Supplier at the Procuring Entity's expense under the Contract and identified as such in Appendix 5 of the Contract Agreement and such other Materials as the parties may agree in writing to be Custom Materials. Custom Materials includes Materials created from Standard Materials.
- xvii) “Intellectual Property Rights” means any and all copyright, moral rights, trademark, patent, and other intellectual and proprietary rights, title and interests worldwide, whether vested, contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from, extractor re-utilize data from, manufacture, introduce into circulation, publish, distribute, sell, license, sub license, transfer, rent, lease, transmit or provide access electronically, broadcast, display, enter in to computer memory, or otherwise use any portion or copy, in whole or in part, in any form, directly or indirectly, or to authorize or assign others to do so.
- xviii) “Supplier's Equipment” means all equipment, tools, apparatus, or things of every kind required in or for installation, completion and maintenance of the System that are to be provided by the Supplier, but excluding the Information Technologies, or other items forming part of the System.

d) Activities

- i) “Delivery” means the transfer of the Goods from the Supplier to the Procuring Entity in accordance with the current edition Incoterms specified in the Contract.
- ii) “Installation” means that the System or a Subsystem as specified in the Contract is ready for Commissioning as provided in GCC Clause 26 (Installation).
- iii) “Pre-commissioning” means the testing, checking, and any other required activity that may be specified in the Technical Requirements that are to be carried out by the Supplier in preparation for Commissioning of the System as provided in GCC Clause 26 (Installation).
- iv) “Commissioning” means operation of the System or any Subsystem by the Supplier following Installation, which operation is to be carried out by the Supplier as provided in GCC Clause 27.1 (Commissioning), for the purpose of carrying out Operational Acceptance Test (s).
- v) “Operational Acceptance Tests” means the tests specified in the Technical Requirements and Agreed Project Plan to be carried out to ascertain whether the System, or a specified Sub system, is able to attain the functional and performance requirements specified in the Technical Requirements and Agreed Project Plan, in accordance with the provisions of GCC Clause 27.2 (Operational Acceptance Test).
- vi) “Operational Acceptance” means the acceptance by the Procuring Entity of the System (or any Subsystem(s) where the Contract provides for acceptance of the System in parts), in accordance with GCC Clause 27.3 (Operational Acceptance).

e) Place and Time

- i) “Supplier's Country” is the country in which the Supplier is legally organized, as named in the Contract Agreement.
- ii) **Unless otherwise specified in the SCC** “Project Site (s)” means the place (s) in the Site Table in the Technical Requirements Section for the supply and installation of the System.
- iii) “Eligible Country” means the countries and territories eligible for participation in procurements.
- iv) “Day” means calendar day of the Gregorian Calendar.
- v) “Week” means seven (7) consecutive Days, beginning the day of the week as is customary in Kenya.
- vi) “Month” means calendar month of the Gregorian Calendar.
- vii) “Year” means twelve (12) consecutive Months.

- viii) “Effective Date” means the date of fulfillment of all conditions specified in Article 3 (Effective Date for Determining Time for Achieving Operational Acceptance) of the Contract Agreement, for the purpose of determining the Delivery, Installation, and Operational Acceptance dates for the System or Sub system(s).
- ix) “Contract Period” is the time period during which this Contract governs the relations and obligations of the Procuring Entity and Supplier in relation to the System, as **unless otherwise specified in the SCC**, the Contract shall continue in force until the Information System and all the Services have been provided, unless the Contract is terminated earlier in accordance with the terms set out in the Contract.
- x) “Defect Liability Period” (also referred to as the “Warranty Period”) means the period of validity of the warranties given by the Supplier commencing at date of the Operational Acceptance Certificate of the System or Sub system(s), during which the Supplier is responsible for defects with respect to the System (or the relevant Sub-system[s]) as provided in GCC Clause 29 (Defect Liability).
- xi) “The Coverage Period” means the Days of the Week and the hours of those Days during which maintenance, operational, and/ or technical support services (if any) must be available.
- xii) The Post-Warranty Services Period” means the number of years **defined in the SCC** (if any), following the expiration of the Warranty Period during which the Supplier may be obligated to provide Software licenses, maintenance, and/ or technical support services for the System, either under this Contractor under separate contract(s).

2. Contract Documents

- 2.1 Subject to Article 1.2 (Order of Precedence) of the Contract Agreement, all documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole.

3. Interpretation

3.1 Governing Language

- 3.1.1 All Contract Documents and related correspondence exchanged between Procuring Entity and Supplier shall be written in **the English Language** of these tendering documents, and the Contract shall be construed and interpreted in accordance with that language.
- 3.1.2 If any of the Contract Documents or related correspondence are prepared in a language other than the English Language under GCC Clause 3.1.1 above, the translation of such documents into the **English** language shall prevail in matters of interpretation. The originating party, with respect to such documents shall bear the costs and risks of such translation.

- 3.2 Singular and Plural The singular shall include the plural and the plural the singular, except where the context otherwise requires.

3.3 Headings

The headings and marginal notes in the GCC are included for ease of reference and shall neither constitute a part of the Contract nor affect its interpretation.

3.4 Persons

Words importing persons or parties shall include firms, corporations, and government entities.

3.5 Incoterms

Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by the Incoterms.

Incoterms means international rules for interpreting trade terms published by the International Chamber of Commerce (latest edition), 38 Cours Albert 1^{er}, 75008 Paris, France.

3.6 Entire Agreement

The Contract constitutes the entire agreement between the Procuring Entity and Supplier with respect to the subject matter of Contract and supersedes all communications, negotiations, and agreements (whether written or oral) of parties with respect to the subject matter of the Contract made prior to the date of Contract.

3.7 Amendment

No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party to the Contract.

3.8 Independent Supplier

The Supplier shall be an independent contractor performing the Contract. The Contract does not create any agency, partnership, joint venture, or other joint relationship between the parties to the Contract.

Subject to the provisions of the Contract, the Supplier shall be solely responsible for the manner in which the Contract is performed. All employees, representatives, or Sub contractors engaged by the Supplier in connection with the performance of the Contract shall be under the complete control of the Supplier and shall not be deemed to be employees of the Procuring Entity, and nothing contained in the Contractor in any sub contract awarded by the Supplier shall be construed to create any contractual relationship between any such employees, representatives, or Sub contractors and the Procuring Entity.

3.9 Joint Venture

If the Supplier is a Joint Venture of two or more firms, all such firms shall be jointly and severally bound to the Procuring Entity for the fulfillment of the provisions of the Contract and shall designate one of such firms to act as a leader with authority to bind the Joint Venture. The composition or constitution of the Joint Venture shall not be altered without the prior consent of the Procuring Entity.

3.10 Non-waiver

3.10.1 Subject to GCC Clause 3.10.2 below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contractor the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, nor shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

3.10.2 Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, must be dated and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

3.11 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity, or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

3.12 Country of Origin

“Origin” means the place where the Information Technologies, Materials, and other Goods for the System were produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, Software development, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The Origin of Goods and Services is distinct from the nationality of the Supplier and may be different.

4. Notices

4.1 Unless otherwise stated in the Contract, all notices to be given under the Contract shall be in writing and shall be sent, pursuant to GCC Clause 4.3 below, by personal delivery, air mail post, special courier, facsimile, electronic mail, or Electronic Data Interchange (EDI), with the following provisions.

4.1.1 Any notice sent by facsimile, electronic mail, or EDI shall be confirmed within two (2) days after dispatch by notice sent by air mail post or special courier, except as otherwise specified in the Contract.

4.1.2 Any notice sent by air mail post or special courier shall be deemed (in the absence of evidence of earlier receipt) to have been delivered ten (10) days after dispatch. In proving the fact of dispatch, it shall be sufficient to show that the envelope containing such notice was properly addressed, stamped, and conveyed to the postal authorities or courier service for transmission by air mail or special courier.

4.1.3 Any notice delivered personally or sent by facsimile, electronic mail, or EDI shall be deemed to have been delivered on the date of its dispatch.

- 4.1.4 Either party may change its postal, facsimile, electronic mail, or EDI addresses for receipt of such notices by ten (10) days' notice to the other party in writing.
- 4.2 Notices shall be deemed to include any approvals, consents, instructions, orders, certificates, information and other communication to be given under the Contract.
- 4.3 Pursuant to GCC Clause 18, notices from/to the Procuring Entity are normally given by, or addressed to, the Project Manager, while notices from/to the Supplier are normally given by, or addressed to, the Supplier's Representative, or in its absence its deputy if any. If there is no appointed Project Manager or Supplier's Representative (or deputy), or if their related authority is limited by the SCC for GCC Clauses 18.1 or 18.2.2, or for any other reason, the Procuring Entity or Supplier may give and receive notices at their fall back addresses. The address of the Project Manager and the fall back address of the Procuring Entity are as **specified in the SCC** or as subsequently established/ amended. The address of the Supplier's Representative and the fall back address of the Supplier are as specified in Appendix 1 of the Contract Agreement or as subsequently established/amended.

5. Governing Law

- 5.1 The Contract shall be governed by and interpreted in accordance with the laws of Kenya.
- 5.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in Kenya when
- a As a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
 - b by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

6 Fraud and Corruption

- 6.1 The Procuring Entity requires compliance with the laws of Kenya on Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in its statutes.
- 6.2 The Procuring Entity requires the Suppliers to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

B. SUBJECT MATTER OF CONTRACT

7 Scope of the System

- 7.1 Unless otherwise expressly **limited in the SCC** or Technical Requirements, the Supplier's obligations cover the provision of Information Technologies, Materials and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System, in accordance with the plans, procedures, specifications, drawings, codes, and any other documents specified in the Contract and the Agreed Project Plan.
- 7.2 The Supplier shall, unless specifically excluded in the Contract, perform all such work and/or supply all such items and Materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Operational Acceptance of the System as if such work and/or items and Materials were expressly mentioned in the Contract.
- 7.3 The Supplier's obligations (if any) to provide Goods and Services as implied by the Recurrent Cost tables of the Supplier's tender, such as consumables, spare parts, and technical services (e.g., maintenance, technical assistance, and operational support), areas **specified in the SCC**, including the relevant terms, characteristics, and timings.

8 Time for Commencement and Operational Acceptance

- 8.1 The Supplier shall commence work on the System with in the period **specified in the SCC**, and without prejudice to GCC Clause 28.2, the Supplier shall there after proceed with the System in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan.
- 8.2 The Supplier shall achieve Operational Acceptance of the System (or Subsystem(s) where a separate time for Operational Acceptance of such Sub system (s) is specified in the Contract) in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).

9 Supplier's Responsibilities

- 9.1 The Supplier shall conduct all activities with due care and diligence, in accordance with the Contract and with the skill and care expected of a competent provider of information technologies, information systems, support, maintenance, training, and other related services, or in accordance with best industry practices. In particular, the Supplier shall provide and employ only technical personnel who are skilled and experienced in the irrespective callings and supervisory staff who are competent to adequately supervise the work at hand.
- 9.2 The Supplier confirms that it has entered into this Contract on the basis of a proper examination of the data relating to the System provided by the Procuring Entity and on the basis of information that the Supplier could have obtained from a visual inspection of the site (if access to the site was available) and of other data readily available to the Supplier relating to the System as at the date twenty-eight (28) days prior to tender submission. The Supplier acknowledges that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.
- 9.3 The Supplier shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually Agreed Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision-making may constitute grounds for termination pursuant to GCC Clause 41.2.
- 9.4 The Supplier shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings in Kenya that are necessary for the performance of the Contract, including, without limitation, visas for the Supplier's and Subcontractor's personnel and entry permits for all imported Supplier's Equipment. The Supplier shall acquire all other permits, approvals, and/or licenses that are not the responsibility of the Procuring Entity under GCC Clause 10.4 and that are necessary for the performance of the Contract.
- 9.5 The Supplier shall comply with all laws in force in Kenya. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless the Procuring Entity from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier or its personnel, including the Sub contractors and their personnel, but without prejudice to GCC Clause 10.1. The Supplier shall not indemnify the Procuring Entity to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the Procuring Entity.
- 9.6 The Supplier shall, in all dealings with its labor and the labor of its Subcontractors currently employed on or connected with the Contract, pay due regard to all recognized festivals, official holidays, religious or other customs, and all local laws and regulations pertaining to the employment of labor.
- 9.7 Any Information Technologies or other Goods and Services that will be incorporated in or be required for the System and other supplies shall have their Origin, as defined in GCC Clause 3.12, in a country that shall be an Eligible Country, as defined in GCC Clause 1.1 (e) (iv).
- 9.8 Pursuant to paragraph 2.2e. of Appendix B to the General Conditions the Supplier shall permit and shall cause its subcontractors and sub-consultants to permit, the PPRA and/or persons appointed by the PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the PPRA if requested by the PPRA. The Supplier's and its Sub contractors' and sub-consultants' attention is drawn to Sub-Clause 6.1 which provides, inter alia, that acts intended to materially impede the exercise of the PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PPRA's prevailing sanctions procedures).

9.9 The Supplier shall conform to the sustainable procurement contractual provisions, if and as **specified in the SCC**.

9.10 **Unless otherwise specified in the SCC** the Supplier shall have no other Supplier responsibilities.

10 Procuring Entity's Responsibilities

10.1 The Procuring Entity shall ensure the accuracy of all information and/or data to be supplied by the Procuring Entity to the Supplier, except when otherwise expressly stated in the Contract.

10.2 The Procuring Entity shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach an Agreed Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision making may constitute grounds for Termination pursuant to GCC Clause 41.3.1(b).

10.3 The Procuring Entity shall be responsible for acquiring and providing legal and physical possession of the site and access to it, and for providing possession of and access to all other are as reasonably required for the proper execution of the Contract.

10.4 If requested by the Supplier, the Procuring Entity shall use its best endeavors to assist the Supplier in obtaining in a timely and expeditious manner all permits, approvals, and/or licenses necessary for the execution of the Contract from all local, state, or national government authorities or public service undertakings that such authorities or under takings require the Supplier or Sub contractors or the personnel of the Supplier or Sub contractors, as the case may be, to obtain.

10.5 In such cases where the responsibilities of specifying and acquiring or upgrading telecommunications and/or electric power services falls to the Supplier, as specified in the Technical Requirements, SCC, Agreed Project Plan, or other parts of the Contract, the Procuring Entity shall use its best endeavors to assist the Supplier in obtaining such services in a timely and expeditious manner.

10.6 The Procuring Entity shall be responsible for timely provision of all resources, access, and information necessary for the Installation and Operational Acceptance of the System (including, but not limited to, any required telecommunications or electric power services), as identified in the Agreed Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Supplier. Delay by the Procuring Entity may result in an appropriate extension of the Time for Operational Acceptance, at the Supplier's discretion.

10.7 Unless otherwise specified in the Contractor agreed upon by the Procuring Entity and the Supplier, the Procuring Entity shall provide sufficient, properly qualified operating and technical personnel, as required by the Supplier to properly carry out Delivery, Pre-commissioning, Installation, Commissioning, and Operational Acceptance, at or before the time specified in the Implementation Schedule and the Agreed Project Plan.

10.8 The Procuring Entity will designate appropriate staff for the training courses to be given by the Supplier and shall make all appropriate logistical arrangements for such training as specified in the Technical Requirements, SCC, the Agreed Project Plan, or other parts of the Contract.

10.9 The Procuring Entity assumes primary responsibility for the Operational Acceptance Test (s) for the System, in accordance with GCC Clause 27.2, and shall be responsible for the continued operation of the System after Operational Acceptance. However, this shall not limit in anyway the Supplier's responsibilities after the date of Operational Acceptance otherwise specified in the Contract.

10.10 The Procuring Entity is responsible for performing and safely storing timely and regular backups of its data and Software in accordance with accepted data management principles, except where such responsibility is clearly assigned to the Supplier elsewhere in the Contract.

10.11 All costs and expenses involved in the performance of the obligations under this GCC Clause 10 shall be the responsibility of the Procuring Entity, save those to be incurred by the Supplier with respect to the performance of the Operational Acceptance Test (s), in accordance with GCC Clause 27.2.

10.12 **Unless otherwise specified in the SCC** the Procuring Entity shall have no other Procuring Entity responsibilities.

C. Payment

11 Contract Price

- 11.1 The Contract Price shall be as specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.
- 11.2 Unless an adjustment clause is **provided for in the SCC**, the Contract Price shall be a firm lump sum not subject to any alteration, except in the event of a Change in the System pursuant to GCC Clause 39 or to other clauses in the Contract;
- 11.3 The Supplier shall be deemed to have satisfied itself as to the correctness and sufficiency of the Contract Price, which shall, except as otherwise provided for in the Contract, cover all its obligations under the Contract.
- 11.4 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$.

12 Terms of Payment

- 12.1 The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the System or Subsystem(s), Delivered, Pre-commissioned, Installed, and Operationally Accepted, and by documents submitted pursuant to GCC Clause 22.5 and upon fulfillment of other obligations stipulated in the Contract. The Contract Price shall be paid as **specified in the SCC**.
- 12.2 No payment made by the Procuring Entity herein shall be deemed to constitute acceptance by the Procuring Entity of the System or any Sub system (s).
- 12.3 Payments shall be made promptly by the Procuring Entity, but in no case later than (sixty (60) days after submission of a valid invoice and upon satisfactorily performance of the contractual obligations by the Supplier. In the event that the Procuring Entity fails to make any payment by its respective due date or within the period set forth in the Contract, the Procuring Entity shall pay to the Supplier interest on the amount of such delayed payment at the rate (s) **specified in the SCC** for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.
- 12.4 Payments shall be made in the currency (ies) specified in the Contract Agreement, pursuant to GCC Clause 11. For Goods and Services supplied locally, payments shall be made **as specified in the SCC**.
- 12.5 **Unless otherwise specified in the SCC**, payment of the foreign currency portion of the Contract Price for Goods supplied from outside Kenya shall be made to the Supplier through an irrevocable Form of credit opened by an authorized bank in the Supplier's Country and will be payable on presentation of the appropriate documents. It is agreed that the Form of credit will be subject to Article 10 of the latest revision of *Uniform Customs and Practice for Documentary Credits*, published by the International Chamber of Commerce, Paris.

13 Securities

13.1 Issuance of Securities

The Supplier shall provide the securities specified below in favor of the Procuring Entity at the times and in the amount, manner, and form specified below.

13.2 Advance Payment Security

- a) Unless otherwise specified in the SCC, the Supplier shall provide within twenty-eight (28) days of the notification of Contract award an Advance Payment Security in the amount and currency of the Advance Payment specified in SCC for GCC Clause 12.1 above and valid until the System is Operationally Accepted.
- b) The security shall be in the form provided in the tendering documents or in another form acceptable to the Procuring Entity. The amount of the security shall be reduced in proportion to the value of the System executed by and paid to the Supplier from time to time and shall automatically become null and void when the full amount of the advance payment has been recovered by the Procuring Entity. **Unless otherwise specified in the SCC**, the reduction in value and expiration of the Advance Payment Security are calculated as follows:

$P*a/(100-a)$, where “P” is the sum of all payments effected so far to the Supplier (excluding the Advance Payment), and “a” is the Advance Payment expressed as a percentage of the Contract Price pursuant to the SCC for GCC Clause 12.1.

The security shall be returned to the Supplier immediately after its expiration.

13.3 Performance Security

- 13.3.1 The Supplier shall, within twenty-eight (28) days of the notification of Contract award, provide a security for the due performance of the Contract in the amount and currency **specified in the SCC**.
- 13.3.2 The security shall be a bank guarantee in the form provided in the Sample Contractual Forms Section of the tendering documents, or it shall be in another form acceptable to the Procuring Entity.
- 13.3.3 The security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The security shall be returned to the Supplier no later than twenty-eight (28) days after its expiration.
- 13.3.4 Upon Operational Acceptance of the entire System, the security shall be reduced to the amount specified in the SCC, on the date of the Operational Acceptance, so that the reduced security would only cover the remaining warranty obligations of the Supplier.

14 Taxes and Duties

- 14.1 For Goods or Services supplied from outside and inside Kenya, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Kenya and inside Kenya, and these duties or taxes shall be made part of the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to, in which case the duties and taxes will be the Supplier's responsibility.
- 14.2 For Goods or Services supplied locally, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods or Services to the Procuring Entity. The only exception are taxes or duties, such as value-added or sales tax or stamp duty as apply to, or are clearly identifiable, on the invoices and provided they apply in Kenya, and only if these taxes, levies and/or duties are also excluded from the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to.
- 14.3 If any tax exemptions, reductions, allowances, or privileges may be available to the Supplier in Kenya, the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 14.4 For the purpose of the Contract, it is agreed that the Contract Price specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement is based on the taxes, duties, levies, and charges prevailing at the date twenty-eight (28) days prior to the date of tender submission in Kenya (also called “Tax” in this GCC Clause 14.4). If any Tax rates are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Supplier, its Sub contractors, or their employees in connection with performance of the Contract, an equitable adjustment to the Contract Price shall be made to fully take into account any such change by addition to or reduction from the Contract Price, as the case may be.

D. Intellectual Property

15 Copyright

- 15.1 The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested in the owner of such rights.
- 15.2 The Procuring Entity agrees to restrict use, copying, or duplication of the Standard Software and Standard Materials in accordance with GCC Clause 16, except that additional copies of Standard Materials may be made by the Procuring Entity for use within the scope of the project of which the System is apart, in the event that the Supplier does not deliver copies within thirty (30) days from receipt of a request for such Standard Materials.

15.3 The Procuring Entity's contractual rights to use the Standard Software or elements of the Standard Software may not be assigned, licensed, or otherwise transferred voluntarily except in accordance with the relevant license agreement or **unless otherwise specified in the SCC** to a legally constituted successor organization (e.g., a reorganization of a public entity formally authorized by the government or through a merger or acquisition of a private entity).

15.4 **Unless otherwise specified in the SCC**, the Intellectual Property Rights in all Custom Software and Custom Materials specified in Appendices 4 and 5 of the Contract Agreement (if any) shall, at the date of this Contractor on creation of the rights (if later than the date of this Contract), vest in the Procuring Entity. The Supplier shall do and execute or arrange for the doing and executing of each necessary act, document, and thing that the Procuring Entity may consider necessary or desirable to perfect the right, title, and interest of the Procuring Entity in and to those rights. In respect of such Custom Software and Custom Materials, the Supplier shall ensure that the holder of an or a right in such an item does not assert it, and the Supplier shall, if requested to do so by the Procuring Entity and where permitted by applicable law, ensure that the holder of such a moral right waives it.

15.5 **Unless otherwise specified in the SCC**, escrow arrangements shall NOT be required.

16 Software License Agreements

16.1 Except to the extent that the Intellectual Property Rights in the Software vest in the Procuring Entity, the Supplier here by grants to the Procuring Entity license to access and use the Software, including all inventions, designs, and marks embodied in the Software.

Such license to access and use the Software shall:

a) be:

- i. non-exclusive;
- ii. fully paid up and irrevocable (except that it shall terminate if the Contract terminates under GCC Clauses 41.1 or 41.3);
- iii. **unless otherwise specified in the SCC** valid throughout Kenya;
- iv. **unless otherwise specified in the SCC subject** to NO additional restrictions.

b) Permit the Software to be:

- i. used or copied for use on or with the computer(s) for which it was acquired (if specified in the Technical Requirements and/or the Supplier's tender), plus a backup computer(s) of the same or similar capacity, if the primary is (are) in operative, and during a reasonable transitional period when use is being transferred between primary and back up;
- ii. used or copied for use on or transferred to a replacement computer (s), (and use on the original and replacement computer(s) may be simultaneous during a reasonable transitional period) provided that, if the Technical Requirements and/or the Supplier's tender specifies a class of computer to which the license is restricted, the replacement computer (s) is (are) within that class;
- iii. if the nature of the System is such as to permit such access, accessed from other computers connected to the primary and/or back up computer (s) by means of a local or wide-area network or similar arrangement, and used on or copied for use on those other computers to the extent necessary to that access;
- iv. reproduced for safe keeping or back up purposes;
- v. customized, adapted, or combined with other computer software for use by the Procuring Entity, provided that derivative software incorporating any substantial part of the delivered, restricted Software shall be subject to same restrictions as a set forth in this Contract;
- vi. **unless otherwise specified in the SCC**, disclosed to, and reproduced for use by, support service suppliers and their sub-contractors, (and the Procuring Entity may sub-license such persons to use and copy for use the Software) to the extent reasonably necessary to the performance of their support service contracts, subject to the same restrictions as a set forth in this Contract; and
- vii. **unless otherwise specified in the SCC** disclosed to, and reproduced for use by, NO other parties.

16.2 The Supplier has the right to audit the Standard Software to verify compliance with the above license agreements. **Unless otherwise specified in the SCC**, the Procuring Entity will make available to the Supplier, within seven (7) days of a written request, accurate and up-to-date records of the number and location of copies, the number of authorized users, or any other relevant data required to demonstrate use of the Standard Software as per the license agreement. If and only if, expressly agreed in writing between the Procuring Entity and the Supplier, Procuring Entity will allow, under a pre-specified agreed procedure, the execution of embedded software functions under Supplier's control, and unencumbered transmission of resulting information on software usage.

17 Confidential Information

17.1 **Unless otherwise specified in the SCC**, the "Receiving Party" (either the Procuring Entity or the Supplier) shall keep confidential and shall not, without the written consent of the other party to this Contract ("the Disclosing Party"), divulge to any third party any documents, data, or other information of a confidential nature ("Confidential Information") connected with this Contract, and furnished directly or indirectly by the Disclosing Party prior to or during performance, or following termination, of this Contract.

17.2 For the purposes of GCC Clause 17.1, the Supplier is also deemed to be the Receiving Party of Confidential Information generated by the Supplier itself in the course of the performance of its obligations under the Contract and relating to the businesses, finances, suppliers, employees, or other contacts of the Procuring Entity or the Procuring Entity's use of the System.

17.3 Notwithstanding GCC Clauses 17.1 and 17.2:

- a) the Supplier may furnish to its Subcontractor Confidential Information of the Procuring Entity to the extent reasonably required for the Subcontractor to perform its work under the Contract; and
- b) the Procuring Entity may furnish Confidential Information of the Supplier: (i) to its support service suppliers and their subcontractors to the extent reasonably required for them to perform their work under their support service contracts; and (ii) to its affiliates and subsidiaries, in which event the Receiving Party shall ensure that the person to whom it furnishes Confidential Information of the Disclosing Party is aware of and a tenderer by the Receiving Party's obligations under this GCC Clause 17 as if that person were party to the Contract in place of the Receiving Party.

17.4 The Procuring Entity shall not, without the Supplier's prior written consent, use any Confidential Information received from the Supplier for any purpose other than the operation, maintenance and further development of the System. Similarly, the Supplier shall not, without the Procuring Entity's prior written consent, use any Confidential Information received from the Procuring Entity for any purpose other than those that are required for the performance of the Contract.

17.5 The obligation of a party under GCC Clauses 17.1 through 17.4 above, however, shall not apply to that information which:

- a) Now or hereafter enters the public domain through no fault of the Receiving Party;
- b) can be proven to have been possessed by the Receiving Party at the time of disclosure and that was not previously obtained, directly or indirectly, from the Disclosing Party;
- c) otherwise lawfully becomes available to the Receiving Party from a third party that has no obligation of confidentiality.

17.6 The above provisions of this GCC Clause 17 shall not in any way modify any undertaking of confidentiality given by either of the parties to this Contract prior to the date of the Contract in respect of the System or any part thereof.

17.7 **Unless otherwise specified in the SCC**, the provisions of this GCC Clause 17 shall survive the termination, for whatever reason, of the Contract for three (3) years.

E. Supply, Installation, Testing, Commissioning, and Acceptance of the System

18 Representatives

18.1 Project Manager

If the Project Manager is not named in the Contract, then within fourteen (14) days of the Effective Date, the Procuring Entity shall appoint and notify the Supplier in writing of the name of the Project Manager. The

Procuring Entity may from time to time appoint some other person as the Project Manager in place of the person previously so appointed and shall give a notice of the name of such other person to the Supplier without delay. No such appointment shall be made at such a time or in such a manner as to impede the progress of work on the System. Such appointment shall take effect only upon receipt of such notice by the Supplier. **Unless otherwise specified in the SCC** (if any), the Project Manager shall have the authority to represent the Procuring Entity on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Procuring Entity pursuant to GCC Clause 4.

18.2 Supplier's Representative

18.2.1 If the Supplier's Representative is not named in the Contract, then within fourteen (14) days of the Effective Date, the Supplier shall appoint the Supplier's Representative and shall request the Procuring Entity in writing to approve the person so appointed. The request must be accompanied by a detailed curriculum vitae for the nominee, as well as a description of any other System or non-System responsibilities the nominee would retain while performing the duties of the Supplier's Representative. If the Procuring Entity does not object to the appointment within fourteen (14) days, the Supplier's Representative shall be deemed to have been approved. If the Procuring Entity objects to the appointment within fourteen (14) days giving the reason therefor, then the Supplier shall appoint a replacement within fourteen (14) days of such objection in accordance with this GCC Clause 18.2.1.

18.2.2 **Unless otherwise specified in the SCC** (if any), the Supplier's Representative shall have the authority to represent the Supplier on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Supplier pursuant to GCC Clause 4.

18.2.3 The Supplier shall not revoke the appointment of the Supplier's Representative without the Procuring Entity's prior written consent, which shall not be unreasonably withheld. If the Procuring Entity consents to such an action, the Supplier shall appoint another person of equal or superior qualifications as the Supplier's Representative, pursuant to the procedure set out in GCC Clause 18.2.1.

18.2.4 The Supplier's Representative and staff are obliged to work closely with the Procuring Entity's Project Manager and staff, act within their own authority, and a tenderer by directives issued by the Procuring Entity that are consistent with the terms of the Contract. The Supplier's Representative is responsible for managing the activities of its personnel and any subcontracted personnel.

18.2.5 The Supplier's Representative may, subject to the approval of the Procuring Entity (which shall not be unreasonably withheld), at any time delegate to any person any of the powers, functions, and authorities vested in him or her. Any such delegation may be revoked at any time. Any such delegation or revocation shall be subject to a prior notice signed by the Supplier's Representative and shall specify the powers, functions, and authorities there by delegated or revoked. No such delegation or revocation shall take effect unless and until the notice of it has been delivered.

18.2.6 Any act or exercise by any person of powers, functions and authorities so delegated to him or her in accordance with GCC Clause 18.2.5 shall be deemed to be an act or exercise by the Supplier's Representative.

18.3 Objections and Removals

18.3.1 The Procuring Entity may by notice to the Supplier object to any representative or person employed by the Supplier in the execution of the Contract who, in the reasonable opinion of the Procuring Entity, may have behaved inappropriately, be incompetent, or be negligent. The Procuring Entity shall provide evidence of the same, where upon the Supplier shall remove such person from work on the System.

18.3.2 If any representative or person employed by the Supplier is removed in accordance with GCC Clause 18.3.1, the Supplier shall, where required, promptly appoint a replacement.

19 Project Plan

19.1 In close cooperation with the Procuring Entity and based on the Preliminary Project Plan included in the Supplier's tender, the Supplier shall develop a Project Plan encompassing the activities specified in the Contract. The contents of the Project Plan shall be as **specified in the SCC** and/ or Technical Requirements.

- 19.2 **Unless otherwise specified in the SCC**, within thirty (30) days from the Effective Date of the Contract, the Supplier shall present a Project Plan to the Procuring Entity. The Procuring Entity shall, within fourteen (14) days of receipt of the Project Plan, notify the Supplier of any respects in which it considers that the Project Plan does not adequately ensure that the proposed program of work, proposed methods, and/or proposed Information Technologies will satisfy the Technical Requirements and/or the SCC (in this Clause 19.2 called “non-conformities” below). The Supplier shall, within five (5) days of receipt of such notification, correct the Project Plan and resubmit to the Procuring Entity. The Procuring Entity shall, within five (5) days of resubmission of the Project Plan, notify the Supplier of any remaining non-conformities. This procedure shall be repeated as necessary until the Project Plan is free from non-conformities. When the Project Plan is free from non-conformities, the Procuring Entity shall provide confirmation in writing to the Supplier. This approved Project Plan (“the Agreed Project Plan”) shall be contractually binding on the Procuring Entity and the Supplier.
- 19.3 If required, the impact on the Implementation Schedule of modifications agreed during finalization of the Agreed Project Plan shall be incorporated in the Contract by amendment, in accordance with GCC Clauses 39 and 40.
- 19.4 The Supplier shall undertake to supply, install, test, and commission the System in accordance with the Agreed Project Plan and the Contract.
- 19.5 **Unless otherwise specified in the SCC**, the Supplier shall submit to the Procuring Entity Monthly Progress Reports summarizing:
- i) Results accomplished during the prior period;
 - ii) cumulative deviations to date from schedule of progress milestones as specified in the Agreed Project Plan;
 - iii) corrective actions to be taken to return to planned schedule of progress; proposed revisions to planned schedule;
 - iv) other issues and outstanding problems; proposed actions to be taken;
 - v) resources that the Supplier expects to be provided by the Procuring Entity and/ or actions to be taken by the Procuring Entity in the next reporting period;
 - vi) other issues or potential problems the Supplier foresees that could impact on project progress and/or effectiveness.
- 19.6 The Supplier shall submit to the Procuring Entity other (periodic) reports **as specified in the SCC**.

20 Sub-contracting

- 20.1 Appendix 3 (List of Approved Subcontractors) to the Contract Agreement specifies critical items of supply or services and a list of Subcontractors for each item that are considered acceptable by the Procuring Entity. If no Subcontractors are listed for an item, the Supplier shall prepare a list of Subcontractors it considers qualified and wishes to be added to the list for such items. The Supplier may from time to time propose additions to or deletions from any such list. The Supplier shall submit any such list or any modification to the list to the Procuring Entity for its approval insufficient time so as not to impede the progress of work on the System. The Procuring Entity shall not withhold such approval unreasonably. Such approval by the Procuring Entity of a Subcontractor (s) shall not relieve the Supplier from any of its obligations, duties, or responsibilities under the Contract.
- 20.2 The Supplier may, at its discretion, select and employ Subcontractors for such critical items from those Subcontractors listed pursuant to GCC Clause 20.1. If the Supplier wishes to employ a Subcontractor not so listed, or subcontract an item not so listed, it must seek the Procuring Entity's prior approval under GCC Clause 20.3.
- 20.3 For items for which pre-approved Subcontractor lists have not been specified in Appendix 3 to the Contract Agreement, the Supplier may employ such Subcontractors as it may select, provided: (i) the Supplier notifies the Procuring Entity in writing at least twenty-eight (28) days prior to the proposed mobilization date for such Subcontractor; and (ii) by the end of this period either the Procuring Entity has granted its approval in writing or fails to respond. The Supplier shall not engage any Subcontractor to which the Procuring Entity has objected in writing prior to the end of the notice period. The absence of a written objection by the Procuring Entity during the above specified period shall constitute formal acceptance of the proposed Subcontractor. Except to the extent that it permits the deemed approval of the Procuring Entity of Subcontractors not listed in the Contract Agreement, nothing in this Clause, however, shall limit the rights and obligations of either the Procuring Entity or Supplier as they are specified in GCC Clauses 20.1 and 20.2,

or in Appendix 3 of the Contract Agreement.

21 Design and Engineering

21.1 Technical Specifications and Drawings

- 21.1.1 The Supplier shall execute the basic and detailed design and the implementation activities necessary for successful installation of the System in compliance with the provisions of the Contractor, where not so specified, in accordance with good industry practice.

The Supplier shall be responsible for any discrepancies, errors or omissions in the specifications, drawings, and other technical documents that it has prepared, whether such specifications, drawings, and other documents have been approved by the Project Manager or not, provided that such discrepancies, errors, or omissions are not because of inaccurate information furnished in writing to the Supplier by or on behalf of the Procuring Entity.

- 21.1.2 The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification, or other document, or any modification of such design, drawings, specification, or other documents provided or designated by or on behalf of the Procuring Entity, by giving a notice of such disclaimer to the Project Manager.

21.2 Codes and Standards

Wherever references are made in the Contract to codes and standards in accordance with which the Contract shall be executed, the edition or the revised version of such codes and standards current at the date twenty-eight (28) days prior to date of tender submission shall apply. During Contract execution, any changes in such codes and standards shall be applied after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 39.3.

21.3 Approval/ Review of Controlling Technical Documents by the Project Manager

- 21.3.2 **Unless otherwise specified in the SCC**, there will NO Controlling Technical Documents required. However, **if the SCC specifies** Controlling Technical Documents, the Supplier shall prepare and furnish such documents for the Project Manager's approval or review.

Any part of the System covered by or related to the documents to be approved by the Project Manager shall be executed only after the Project Manager's approval of these documents.

GCC Clauses 21.3.2 through 21.3.7 shall apply to those documents requiring the Project Manager's approval, but not to those furnished to the Project Manager for its review only.

- 21.3.3 Within fourteen (14) days after receipt by the Project Manager of any document requiring the Project Manager's approval in accordance with GCC Clause 21.3.1, the Project Manager shall either return one copy of the document to the Supplier with its approval endorsed on the document or shall notify the Supplier in writing of its disapproval of the document and the reasons for disapproval and the modifications that the Project Manager proposes. If the Project Manager fails to take such action within the fourteen (14) days, then the document shall be deemed to have been approved by the Project Manager.

- 21.3.4 The Project Manager shall not disapprove any document except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.

- 21.3.5 If the Project Manager disapproves the document, the Supplier shall modify the document and resubmit it for the Project Manager's approval in accordance with GCC Clause 21.3.2. If the Project Manager approves the document subject to modification(s), the Supplier shall make the required modification(s), and the document shall then be deemed to have been approved, subject to GCC Clause 21.3.5. The procedure set out in GCC Clauses 21.3.2 through 21.3.4 shall be repeated, as appropriate, until the Project Manager approves such documents.

- 21.3.6 If any dispute occurs between the Procuring Entity and the Supplier in connection with or arising out of the disapproval by the Project Manager of any document and/ or any modification (s) to a document that cannot be settled between the parties within a reasonable period, then, in case the Contract Agreement includes and names an Adjudicator, such dispute may be referred to the Adjudicator for determination in accordance with GCC Clause 43.1 (Adjudication). If such dispute is referred to an Adjudicator, the Project Manager shall give instructions as to whether and if so, how, performance of the Contract is to proceed. The Supplier shall proceed with the Contract in accordance with the Project Manager's instructions, provided that if the Adjudicator upholds the Supplier's view on the dispute and if the Procuring Entity has not given notice under GCC Clause 43.1.2, then the Supplier shall be reimbursed by the Procuring Entity for any additional costs incurred by reason of such instructions and shall be relieved of such responsibility or liability in connection with the dispute and the execution of the instructions as the Adjudicator shall decide, and the Time for Achieving Operational Acceptance shall be extended accordingly.

- 21.3.7 The Project Manager's approval, with or without modification of the document furnished by the Supplier, shall not relieve the Supplier of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the Project Manager or inaccurate information furnished in writing to the Supplier by or on behalf of the Procuring Entity.
- 21.3.8 The Supplier shall not depart from any approved document unless the Supplier has first submitted to the Project Manager an amended document and obtained the Project Manager's approval of the document, pursuant to the provisions of this GCC Clause 21.3. If the Project Manager requests any change in any already approved document and/or in any document based on such an approved document, the provisions of GCC Clause 39 (Changes to the System) shall apply to such request.

22 Procurement, Delivery, and Transport

- 22.1 Subject to related Procuring Entity's responsibilities pursuant to GCC Clauses 10 and 14, the Supplier shall manufacture or procure and transport all the Information Technologies, Materials, and other Goods in an expeditious and orderly manner to the Project Site.
- 22.2 Delivery of the Information Technologies, Materials, and other Goods shall be made by the Supplier in accordance with the Technical Requirements.
- 22.3 Early or partial deliveries require the explicit written consent of the Procuring Entity; which consent shall not be unreasonably withheld.
- 22.4 Packaging and Transportation
- 22.4.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during shipment. The packing, marking, and documentation within and outside the packages shall comply strictly with the Procuring Entity's instructions to the Supplier.
- 22.4.2 The Supplier will bear responsibility for and cost of transport to the Project Sites in accordance with the terms and conditions used in the specification of prices in the Price Schedules, including the terms and conditions of the associated Inco terms.
- 22.4.3 **Unless otherwise specified in the SCC**, the Supplier shall be free to use transportation through carriers registered in any eligible country and to obtain insurance from any eligible source country.

Unless otherwise specified in the SCC, the Supplier will provide the Procuring Entity with shipping and other documents, as specified below:

- 22.4.4 For Goods supplied from outside Kenya:
Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company contracted by the Supplier to provide cargo insurance by cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Procuring Entity by mail or courier, as appropriate, with a copy to the cargo insurance company:
- a Two copies of the Supplier's invoice showing the description of the Goods, quantity, unit price, and total amount;
 - b usual transportation documents;
 - c insurance certificate;
 - d certificate (s) of origin; and
 - e estimated time and point of arrival in Kenya and at the site.

25.5.2 For Goods supplied locally (i.e., from within Kenya):

Upon shipment, the Supplier shall notify the Procuring Entity by cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Procuring Entity by mail or courier, as appropriate:

- a Two copies of the Supplier's invoice showing the Goods' description, quantity, unit price, and total amount;
- b Delivery note, railway receipt, or truck receipt;
- c certificate of insurance;
- d certificate (s) of origin; and
- e estimated time of arrival at the site.

25.6 Customs Clearance

- a) The Procuring Entity will bear responsibility for, and cost of, customs clearance into Kenya in accordance with the particular Incoterm(s) used for Goods supplied from outside Kenya in the Price Schedules referred to by Article 2 of the Contract Agreement.
- b) At the request of the Procuring Entity, the Supplier will make available a representative or agent during the process of customs clearance in Kenya for goods supplied from outside Kenya. In the event of delays in customs clearance that are not the fault of the Supplier:
 - i) the Supplier shall be entitled to an extension in the Time for Achieving Operational Acceptance, pursuant to GCC Clause 40;
 - ii) the Contract Price shall be adjusted to compensate the Supplier for any additional storage charges that the Supplier may incur as a result of the delay.

23 Product Upgrades

- 23.1 At any point during performance of the Contract, should technological advances be introduced by the Supplier for Information Technologies originally offered by the Supplier in its tender and still to be delivered, the Supplier shall be obligated to offer to the Procuring Entity the latest versions of the available Information Technologies having equal or better performance or functionality at the same or lesser unit prices, pursuant to GCC Clause 39 (Changes to the System).
- 23.2 At any point during performance of the Contract, for Information Technologies still to be delivered, the Supplier will also pass on to the Procuring Entity any cost reductions and additional and/ or improved support and facilities that it offers to other clients of the Supplier in Kenya, pursuant to GCC Clause 39 (Changes to the System).
- 23.3 During performance of the Contract, the Supplier shall offer to the Procuring Entity all new versions, releases, and updates of Standard Software, as well as related documentation and technical support services, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in Kenya, and no later than twelve (12) months after they are released in the country of origin. In no case will the prices for these Software exceed those quoted by the Supplier in the Recurrent Costs tables in its tender.
- 23.4 **Unless otherwise specified in the SCC**, during the Warranty Period, the Supplier will provide at no additional cost to the Procuring Entity all new versions, releases, and updates for all Standard Software that are used in the System, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in Kenya, and no later than twelve (12) months after they are released in the country of origin of the Software.
- 23.5 The Procuring Entity shall introduce all new versions, releases or updates of the Software within eighteen (18) months of receipt of a production-ready copy of the new version, release, or update, provided that the new version, release, or update does not adversely affect System operation or performance or require extensive reworking of the System. In cases where the new version, release, or update adversely affects System operation or performance, or requires extensive reworking of the System, the Supplier shall continue to support and maintain the version or release previously in operation for as long as necessary to allow introduction of the new version, release, or update. In no case shall the Supplier stop supporting or maintaining a version or release of the Software less than twenty-four (24) months after the Procuring Entity receives a production-ready copy of a subsequent version, release, or update. The Procuring Entity shall use all reasonable endeavors to implement any new version, release, or update as soon as practicable, subject to the twenty-four-month-long stop date.

24 Implementation, Installation, and Other Services

- 24.1 The Supplier shall provide all Services specified in the Contract and Agreed Project Plan in accordance with the highest standards of professional competence and integrity.
- 24.2 Prices charged by the Supplier for Services, if not included in the Contract, shall be agreed upon in advance by the parties (including, but not restricted to, any prices submitted by the Supplier in the Recurrent Cost Schedules of its Tender) and shall not exceed the prevailing rates charged by the Supplier to other Procuring Entity's in Kenya for similar services.

25 Inspections and Tests

- 25.1 The Procuring Entity or its representative shall have the right to inspect and/or test any components of the System, as specified in the Technical Requirements, to confirm their good working order and/ or conformity to the Contract at the point of delivery and/ or at the Project Site.
- 25.2 The Procuring Entity or its representative shall be entitled to attend any such inspections and/or tests of the components, provided that the Procuring Entity shall bear all costs and expenses incurred in connection with such attendance, including but not limited to all inspection agent fees, travel, and related expenses.
- 25.3 Should the inspected or tested components fail to conform to the Contract, the Procuring Entity may reject the component (s), and the Supplier shall either replace the rejected component (s), or make alterations as necessary so that it meets the Contract requirements free of cost to the Procuring Entity.
- 25.4 The Project Manager may require the Supplier to carry out any inspection and/or test not specified in the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such inspection and/ or test shall be added to the Contract Price. Further, if such inspection and/ or test impedes the progress of work on the System and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Time for Achieving Operational Acceptance and the other obligations so affected.
- 25.5 If any dispute shall arise between the parties in connection with or caused by an inspection and/ or with regard to any component to be incorporated in the System that cannot be settled amicably between the parties within a reasonable period of time, either party may invoke the process pursuant to GCC Clause 43 (Settlement of Disputes), starting with referral of the matter to the Adjudicator in case an Adjudicator is included and named in the Contract Agreement.

26 Installation of the System

- 26.1 As soon as the System, or any Subsystem, has, in the opinion of the Supplier, been delivered, Pre-commissioned, and made ready for Commissioning and Operational Acceptance Testing in accordance with the Technical Requirements, the SCC and the Agreed Project Plan, the Supplier shall so notify the Procuring Entity in writing.
- 26.2 The Project Manager shall, within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1, either issue an Installation Certificate in the form specified in the Sample Contractual Forms Section in the tendering documents, stating that the System, or major component or Subsystem (if Acceptance by major component or Sub system is specified pursuant to the SCC for GCC Clause 27.2.1), has achieved Installation by the date of the Supplier's notice under GCC Clause 26.1, or notify the Supplier in writing of any defects and/or deficiencies, including, but not limited to, defects or deficiencies in the interoperability or integration of the various components and/or Subsystems making up the System. The Supplier shall use all reasonable endeavors to promptly remedy any defect and/ or deficiencies that the Project Manager has notified the Supplier of. The Supplier shall then promptly carry out retesting of the System or Sub system and, when in the Supplier's opinion the System or Sub system is ready for Commissioning and Operational Acceptance Testing, notify the Procuring Entity in writing, in accordance with GCC Clause 26.1. The procedure set out in this GCC Clause shall be repeated, as necessary, until an Installation Certificate is issued.
- 26.3 If the Project Manager fails to issue the Installation Certificate and fails to inform the Supplier of any defects and/or deficiencies within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1, or if the Procuring Entity puts the System or a Subsystem in to production operation, then the System (or Subsystem) shall be deemed to have achieved successful Installation as of the date of the Supplier's notice or repeated notice, or when the Procuring Entity put the System in to production operation, as the case may be.

27 Commissioning and Operational Acceptance

27.1 Commissioning

27.1.1 Commissioning of the System (or Subsystem if specified pursuant to the SCC for GCC Clause 27.2.1) shall be commenced by the Supplier:

- a) immediately after the Installation Certificate is issued by the Project Manager, pursuant to GCC Clause 26.2; or
- b) as otherwise specified in the Technical Requirement or the Agreed Project Plan; or
- c) immediately after Installation is deemed to have occurred, under GCC Clause 26.3.

27.1.2 The Procuring Entity shall supply the operating and technical personnel and all materials and information reasonably required to enable the Supplier to carry out its obligations with respect to Commissioning. Production use of the System or Subsystem(s) shall not commence prior to the start of formal Operational Acceptance Testing.

27.2 Operational Acceptance Tests

27.2.1 The Operational Acceptance Tests (and repeats of such tests) shall be the primary responsibility of the Procuring Entity (in accordance with GCC Clause 10.9), but shall be conducted with the full cooperation of the Supplier during Commissioning of the System (or major components or Subsystem[s]), to ascertain whether the System (or major component or Subsystem[s]) conforms to the Technical Requirements and meets the standard of performance quoted in the Supplier's tender, including, but not restricted to, the functional and technical performance requirements. **Unless otherwise specified in the SCC**, the Operational Acceptance Tests during Commissioning will be conducted as specified in the Technical Requirements and/ or the Agreed Project Plan. At the Procuring Entity's discretion, Operational Acceptance Tests may also be performed on replacement Goods, upgrades and new version releases, and Goods that are added or field-modified after Operational Acceptance of the System.

27.2.2 If for reasons attributable to the Procuring Entity, the Operational Acceptance Test of the System (or Subsystem[s] or major components, pursuant to the SCC for GCC Clause 27.2.1) cannot be successfully completed within ninety (90) days from the date of Installation or any other period agreed upon in writing by the Procuring Entity and the Supplier, the Supplier shall be deemed to have fulfilled its obligations with respect to the technical and functional aspects of the Technical Specifications, SCC and/ or the Agreed Project Plan, and GCC Clause 28.2 and 28.3 shall not apply.

27.3 Operational Acceptance

27.3.1 Subject to GCC Clause 27.4 (Partial Acceptance) below, Operational Acceptance shall occur in respect of the System, when

- a) the Operational Acceptance Tests, as specified in the Technical Requirements, and/or SCC and/or the Agreed Project Plan have been successfully completed; or
- b) the Operational Acceptance Tests have not been successfully completed or have not been carried out for reasons that are attributable to the Procuring Entity within the period from the date of Installation or any other agreed-upon period as specified in GCC Clause 27.2.2 above; or
- c) the Procuring Entity has put the System into production or use for sixty (60) consecutive days. If the System is put into production or use in this manner, the Supplier shall notify the Procuring Entity and document such use.

27.3.2 At any time after any of the events set out in GCC Clause 27.3.1 have occurred, the Supplier may give a notice to the Project Manager requesting the issue of an Operational Acceptance Certificate.

27.3.3 After consultation with the Procuring Entity, and within fourteen (14) days after receipt of the Supplier's notice, the Project Manager shall:

- a) Issue an Operational Acceptance Certificate; or
- b) Notify the Supplier in writing of any defect or deficiencies or other reason for the failure of the Operational Acceptance Tests; or
- c) Issue the Operational Acceptance Certificate, if the situation covered by GCC Clause 27.3.1 (b) arises.

- 27.3.4 The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies and/or other reasons for the failure of the Operational Acceptance Test that the Project Manager has notified the Supplier of. Once such remedies have been made by the Supplier, the Supplier shall notify the Procuring Entity, and the Procuring Entity, with the full cooperation of the Supplier, shall use all reasonable endeavors to promptly carry out retesting of the System or Sub system. Upon the successful conclusion of the Operational Acceptance Tests, the Supplier shall notify the Procuring Entity of its request for Operational Acceptance Certification, in accordance with GCC Clause 27.3.3. The Procuring Entity shall then issue to the Supplier the Operational Acceptance Certification in accordance with GCC Clause 27.3.3 (a), or shall notify the Supplier of further defects, deficiencies, or other reasons for the failure of the Operational Acceptance Test. The procedure set out in this GCC Clause 27.3.4 shall be repeated, as necessary, until an Operational Acceptance Certificate is issued.
- 27.3.5 If the System or Subsystem fails to pass the Operational Acceptance Test(s) in accordance with GCC Clause 27.2, the neither:
- a The Procuring Entity may consider terminating the Contract, pursuant to GCC Clause 41.2.2; or
 - b If the failure to achieve Operational Acceptance within the specified time period is a result of the failure of the Procuring Entity to fulfill its obligations under the Contract, then the Supplier shall be deemed to have fulfilled its obligations with respect to the relevant technical and functional aspects of the Contract, and GCC Clauses 30.3 and 30.4 shall not apply.
- 27.3.6 If within fourteen (14) days after receipt of the Supplier's notice the Project Manager fails to issue the Operational Acceptance Certificate or fails to inform the Supplier in writing of the justifiable reasons why the Project Manager has not issued the Operational Acceptance Certificate, the System or Subsystem shall be deemed to have been accepted as of the date of the Supplier's said notice.

27.4 Partial Acceptance

- 27.4.1 If so specified in the SCC for GCC Clause 27.2.1, Installation and Commissioning shall be carried out individually for each identified major component or Subsystem (s) of the System. In this event, the provisions in the Contract relating to Installation and Commissioning, including the Operational Acceptance Test, shall apply to each such major component or Subsystem individually, and Operational Acceptance Certificate (s) shall be issued accordingly for each such major component or Subsystem of the System, subject to the limitations contained in GCC Clause 27.4.2.
- 27.4.2 The issuance of Operational Acceptance Certificates for individual major components or Subsystems pursuant to GCC Clause 27.4.1 shall not relieve the Supplier of its obligation to obtain an Operational Acceptance Certificate for the System as an integrated whole (if so specified in the SCC for GCC Clauses 12.1 and 27.2.1) once all major components and Subsystems have been supplied, installed, tested, and commissioned.
- 27.4.3 In the case of minor components for the System that by their nature do not require Commissioning or an Operational Acceptance Test (e.g., minor fittings, furnishings or site works, etc.), the Project Manager shall issue an Operational Acceptance Certificate within fourteen (14) days after the fittings and/or furnishings have been delivered and/or installed or the site works have been completed. The Supplier shall, however, use all reasonable endeavors to promptly remedy any defects or deficiencies in such minor components detected by the Procuring Entity or Supplier.

F. Guarantees and Liabilities

28 Operational Acceptance Time Guarantee

- 28.1 The Supplier guarantees that it shall complete the supply, Installation, Commissioning, and achieve Operational Acceptance of the System (or Subsystems, pursuant to the SCC for GCC Clause 27.2.1) within the time periods specified in the Implementation Schedule and/or the Agreed Project Plan pursuant to GCC Clause 8.2, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).
- 28.2 **Unless otherwise specified in the SCC**, if the Supplier fails to supply, install, commission, and achieve Operational Acceptance of the System (or Subsystems pursuant to the SCC for GCC Clause 27.2.1) within the time for achieving Operational Acceptance specified in the Implementation Schedule or the Agreed Project Plan, or any extension of the time for achieving Operational Acceptance previously granted under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance), the Supplier shall pay to the Procuring Entity liquidated damages at the rate of one half of one percent per week as a percentage of the Contract Price (exclusive of Recurrent Costs if any), or the relevant part of the Contract Price if a Subsystem

has not achieved Operational Acceptance. The aggregate amount of such liquidated damages shall in no event exceed the amount often (10) percent of the Contract Price (exclusive of Recurrent Costs if any). Once the Maximum is reached, the Procuring Entity may consider termination of the Contract, pursuant to GCC Clause 41.2.2.

- 28.3 **Unless otherwise specified in the SCC**, liquidated damages payable under GCC Clause 28.2 shall apply only to the failure to achieve Operational Acceptance of the System (and Subsystems) as specified in the Implementation Schedule and/or Agreed Project Plan. This Clause 28.3 shall not limit, however, any other rights or remedies the Procuring Entity may have under the Contract for other delays.
- 28.4 If liquidated damages are claimed by the Procuring Entity for the System (or Subsystem), the Supplier shall have no further liability whatsoever to the Procuring Entity in respect to the Operational Acceptance time guarantee for the System (or Subsystem). However, the payment of liquidated damages shall not in any way relieve the Supplier from any of its obligations to complete the System or from any other of its obligations and liabilities under the Contract.

29 Defect Liability

- 29.1 The Supplier warrants that the System, including all Information Technologies, Materials, and other Goods supplied and Services provided, shall be free from defects in the design, engineering, Materials, and workmanship that prevent the System and/or any of its components from fulfilling the Technical Requirements or that limit in a material fashion the performance, reliability, or extensibility of the System and/or Subsystems. **Unless otherwise specified in the SCC**, there will be NO exceptions and/or limitations to this warranty with respect to Software (or categories of Software). Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.
- 29.2 The Supplier also warrants that the Information Technologies, Materials, and other Goods supplied under the Contract are new, unused, and incorporate all recent improvements in design that materially affect the System's or Subsystem's ability to fulfill the Technical Requirements.
- 29.3 **Unless otherwise specified in the SCC**, the Supplier warrants that (i) all Goods components to be incorporated into the System form part of the Supplier's and/or Subcontractor's current product lines, and (ii) they have been previously released to the market.
- 29.4 **Unless otherwise specified in the SCC**, the Warranty Period shall commence from the date of Operational Acceptance of the System (or of any major component or Subsystem for which separate Operational Acceptance is provided for in the Contract) and shall extend for thirty-six (36) months.
- 29.5 If during the Warranty Period any defect as described in GCC Clause 29.1 should be found in the design, engineering, Materials, and workmanship of the Information Technologies and other Goods supplied or of the Services provided by the Supplier, the Supplier shall promptly, in consultation and agreement with the Procuring Entity regarding appropriate remedying of the defects, and at its sole cost, repair, replace, or otherwise make good (as the Supplier shall, at its discretion, determine) such defect as well as any damage to the System caused by such defect. Any defective Information Technologies or other Goods that have been replaced by the Supplier shall remain the property of the Supplier.
- 29.6 The Supplier shall not be responsible for the repair, replacement, or making good of any defect, or of any damage to the System arising out of or resulting from any of the following causes:
- a) Improper operation or maintenance of the System by the Procuring Entity;
 - b) Normal wear and tear;
 - c) use of the System with items not supplied by the Supplier, unless otherwise identified in the Technical Requirements, or approved by the Supplier; or
 - d) modifications made to the System by the Procuring Entity, or a third party, not approved by the Supplier.
- 29.7 The Supplier's obligations under this GCC Clause 29 shall not apply to:
- a) any materials that are normally consumed in operation or have a normal life shorter than the Warranty Period; or

- b) any designs, specifications, or other data designed, supplied, or specified by or on behalf of the Procuring Entity or any matters for which the Supplier has disclaimed responsibility, in accordance with GCC Clause 21.1.2.
- 29.8 The Procuring Entity shall give the Supplier a notice promptly following the discovery of such defect, stating the nature of any such defect together with all available evidence. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect any such defect. The Procuring Entity shall afford the Supplier all necessary access to the System and the site to enable the Supplier to perform its obligations under this GCC Clause 29.
- 29.9 The Supplier may, with the consent of the Procuring Entity, remove from the site any Information Technologies and other Goods that are defective, if the nature of the defect, and/or any damage to the System caused by the defect, is such that repairs cannot be expeditiously carried out at the site. If the repair, replacement, or making good is of such a character that it may affect the efficiency of the System, the Procuring Entity may give the Supplier notice requiring that tests of the defective part be made by the Supplier immediately upon completion of such remedial work, where upon the Supplier shall carry out such tests.
- If such part fails the tests, the Supplier shall carry out further repair, replacement, or making good (as the case maybe) until that part of the System passes such tests. The tests shall be agreed upon by the Procuring Entity and the Supplier.
- 29.10 **Unless otherwise specified in the SCC**, the response times and repair/replacement times for Warranty Defect Repair are specified in the Technical Requirements. Nevertheless, if the Supplier fails to commence the work necessary to remedy such defect or any damage to the System caused by such defect within two weeks the Procuring Entity may, following notice to the Supplier, proceed to do such work or contract a third party (or parties) to do such work, and the reasonable costs incurred by the Procuring Entity in connection with such work shall be paid to the Procuring Entity by the Supplier or may be deducted by the Procuring Entity from any monies due the Supplier or claimed under the Performance Security.
- 29.11 If the System or Subsystem cannot be used by reason of such defect and/or making good of such defect, the Warranty Period for the System shall be extended by a period equal to the period during which the System or Subsystem could not be used by the Procuring Entity because of such defect and/or making good of such defect.
- 29.12 Items substituted for defective parts of the System during the Warranty Period shall be covered by the Defect Liability Warranty for the remainder of the Warranty Period applicable for the part replaced or three (3) months, whichever is greater. For reasons of information security, the Procuring Entity may choose to retain physical possession of any replaced defective information storage devices.
- 29.13 At the request of the Procuring Entity and without prejudice to any other rights and remedies that the Procuring Entity may have against the Supplier under the Contract, the Supplier will offer all possible assistance to the Procuring Entity to seek warranty services or remedial action from any subcontracted third-party producers or licensor of Goods included in the System, including without limitation assignment or transfer in favor of the Procuring Entity of the benefit of any warranties given by such producers or licensors to the Supplier.

30 Functional Guarantees

- 30.1 The Supplier guarantees that, once the Operational Acceptance Certificate(s) has been issued, the System represents a complete, integrated solution to the Procuring Entity's requirements set forth in the Technical Requirements and it conforms to all other aspects of the Contract. The Supplier acknowledges that GCC Clause 27 regarding Commissioning and Operational Acceptance govern show technical conformance of the System to the Contract requirements will be determined.
- 30.2 If, for reasons attributable to the Supplier, the System does not conform to the Technical Requirements or does not conform to all other aspects of the Contract, the Supplier shall at its cost and expense make such changes, modifications, and/or additions to the System as may be necessary to conform to the Technical Requirements and meet all functional and performance standards. The Supplier shall notify the Procuring Entity upon completion of the necessary changes, modifications, and/or additions and shall request the Procuring Entity to repeat the Operational Acceptance Tests until the System achieves Operational Acceptance.

- 30.3 If the System (or Subsystem[s]) fails to achieve Operational Acceptance, the Procuring Entity may consider termination of the Contract, pursuant to GCC Clause 41.2.2, and forfeiture of the Supplier's Performance Security in accordance with GCC Clause 13.3 in compensation for the extra costs and delays likely to result from this failure.

31 Intellectual Property Rights Warranty

- 31.1 The Supplier here by represents and warrants that:
- a) The System as supplied, installed, tested, and accepted;
 - b) Use of the System in accordance with the Contract; and
 - c) Copying of the Software and Materials provided to the Procuring Entity in accordance with the Contract do not and will not infringe any Intellectual Property Rights held by any third party and that it has all necessary rights or at its sole expense shall have secured in writing all transfer so frights and other consents necessary to make the assignments, licenses, and other transfers of Intellectual Property Rights and the warranties set forth in the Contract, and for the Procuring Entity to own or exercise all Intellectual Property Rights as provided in the Contract. Without limitation, the Supplier shall secure all necessary written agreements, consents, and transfers of rights from its employees and other persons or entities whose services are used for development of the System.

32 Intellectual Property Rights Indemnity

- 32.1 The Supplier shall indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Procuring Entity or its employees or officers may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights by reason of:
- a) Installation of the System by the Supplier or the use of the System, including the Materials, in the country where the site is located;
 - b) copying of the Software and Materials provided by the Supplier in accordance with the Agreement; and
 - c) sale of the products produced by the System in any country, except to the extent that such losses, liabilities, and costs arise as a result of the Procuring Entity's breach of GCC Clause 32.2.
- 32.2 Such indemnity shall not cover any use of the System, including the Materials, other than for the purpose indicated by or to be reasonably inferred from the Contract, any infringement resulting from the use of the System, or any products of the System produced there by in association or combination with any other goods or services not supplied by the Supplier, where the infringement arises because of such association or combination and not because of use of the System in its own right.
- 32.3 Such indemnities shall also not apply if any claim of infringement:
- a) Is asserted by apparent, subsidiary, or affiliate of the Procuring Entity's organization;
 - b) Is a direct result of a design mandated by the Procuring Entity's Technical Requirements and the possibility of such infringement was duly noted in the Supplier's Tender; or
 - c) Results from the alteration of the System, including the Materials, by the Procuring Entity or any persons other than the Supplier or a person authorized by the Supplier.
- 32.4 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Clause 32.1, the Procuring Entity shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Procuring Entity within the twenty-eight (28) days, the Procuring Entity shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

- 32.5 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or

Subcontractors may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided to the Supplier in connection with this Contract by the Procuring Entity or any persons (other than the Supplier) contracted by the Procuring Entity, except to the extent that such losses, liabilities, and costs arise as a result of the Supplier's breach of GCC Clause 32.8.

32.6 Such indemnity shall not cover

- a) any use of the design, data, drawing, specification, or other documents or materials, other than for the purpose indicated by or to be reasonably inferred from the Contract;
- b) any infringement resulting from the use of the design, data, drawing, specification, or other documents or materials, or any products produced thereby, in association or combination with any other Goods or Services not provided by the Procuring Entity or any other person contracted by the Procuring Entity, where the infringement arises because of such association or combination and not because of the use of the design, data, drawing, specification, or other documents or materials in its own right.

32.7 Such indemnities shall also not apply:

- a) If any claim of infringement is asserted by apparent, subsidiary, or affiliate of the Supplier's organization;
- b) to the extent that any claim of infringement is caused by the alteration, by the Supplier, or any persons contracted by the Supplier, of the design, data, drawing, specification, or other documents or materials provided to the Supplier by the Procuring Entity or any persons contracted by the Procuring Entity.

32.8 If any proceedings are brought or any claim is made against the Supplier arising out of the matters referred to in GCC Clause 32.5, the Supplier shall promptly give the Procuring Entity notice of such proceedings or claims, and the Procuring Entity may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Procuring Entity fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Procuring Entity has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Procuring Entity's request, afford all available assistance to the Procuring Entity in conducting such proceedings or claim and shall be reimbursed by the Procuring Entity for all reasonable expenses incurred in so doing.

33 Limitation of Liability

33.1 Provided the following does not exclude or limit any liabilities of either party in ways not permitted by applicable law:

- a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity; and
- b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to any obligation of the Supplier to indemnify the Procuring Entity with respect to intellectual property rights infringement.

G. Risk Distribution

34 Transfer of Ownership

34.1 With the exception of Software and Materials, the ownership of the Information Technologies and other Goods shall be transferred to the Procuring Entity at the time of Delivery or otherwise under terms that may be agreed upon and specified in the Contract Agreement.

34.2 Ownership and the terms of usage of the Software and Materials supplied under the Contract shall be governed by GCC Clause 15 (Copyright) and any elaboration in the Technical Requirements.

34.3 Ownership of the Supplier's Equipment used by the Supplier and its Subcontractors in connection with the Contract shall remain with the Supplier or its Subcontractors.

35 Care of the System

35.1 The Procuring Entity shall be come responsible for the care and custody of the System or Subsystems upon their Delivery. The Procuring Entity shall make good at its own cost any loss or damage that may occur to the System or Subsystems from any cause from the date of Delivery until the date of Operational Acceptance of the System or Subsystems, pursuant to GCC Clause 27 (Commissioning and Operational Acceptance), except such loss or damage arising from acts or omissions of the Supplier, its employees, or subcontractors.

35.2 If any loss or damage occurs to the System or any part of the System by reason of:

- a) (in so far as they relate to the country where the Project Site is located) nuclear reaction, nuclear radiation, radioactive contamination, a pressure wave caused by aircraft or other aerial objects, or any other occurrences that an experienced contractor could not reasonably foresee, or if reasonably foreseeable could not reasonably make provision for or insure against, in so far as such risks are not normally insurable on the insurance market and are mentioned in the general exclusions of the policy of insurance taken out under GCC Clause 37;
- b) Any use not in accordance with the Contract, by the Procuring Entity or any third party;
- c) Any use of or reliance upon any design, data, or specification provided or designated by or on behalf of the Procuring Entity, or any such matter for which the Supplier has disclaimed responsibility in accordance with GCC Clause 21.1.2, the Procuring Entity shall pay to the Supplier all sums payable in respect of the System or Subsystems that have achieved Operational Acceptance, notwithstanding that the same be lost, destroyed, or damaged. If the Procuring Entity requests the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Supplier shall make good the same at the cost of the Procuring Entity in accordance with GCC Clause 39. If the Procuring Entity does not request the Supplier in writing to make good any loss or damage to the System there by occasioned, the Procuring Entity shall either request a change in accordance with GCC Clause 39, excluding the performance of that part of the System there by lost, destroyed, or damaged, or, where the loss or damage affects a substantial part of the System, the Procuring Entity shall terminate the Contract pursuant to GCC Clause 41.1.

35.3 The Procuring Entity shall be liable for any loss of or damage to any Supplier's Equipment which the Procuring Entity has authorized to locate within the Procuring Entity's premises for use in fulfillment of Supplier's obligations under the Contract, except where such loss or damage arises from acts or omissions of the Supplier, its employees, or subcontractors.

36 Loss of or Damage to Property; Accident or Injury to Workers; Indemnification

36.1 The Supplier and each and every Subcontractor shall abide by the job safety, insurance, customs, and immigration measures prevalent and laws in force in Kenya.

36.2 Subject to GCC Clause 36.3, the Supplier shall indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all losses, liabilities and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Procuring Entity or its employees or officers may suffer as a result of the death or injury of any person or loss of or damage to any property (other than the System, whether accepted or not) arising in connection with the supply, installation, testing, and Commissioning of the System and by reason of the negligence of the Supplier or its Subcontractors, or their employees, officers or agents, except any injury, death, or property damage caused by the negligence of the Procuring Entity, its contractors, employees, officers, or agents.

36.3 If any proceedings are brought or any claim is made against the Procuring Entity that might subject the Supplier to liability under GCC Clause 36.2, the Procuring Entity shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Procuring Entity within the twenty-eight (28) day period, the Procuring Entity shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

- 36.4 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of the death or personal injury of any person or loss of or damage to property of the Procuring Entity, other than the System not yet achieving Operational Acceptance, that is caused by fire, explosion, or any other perils, in excess of the amount recoverable from insurances procured under GCC Clause 37 (Insurances), provided that such fire, explosion, or other perils were not caused by any act or failure of the Supplier.
- 36.5 If any proceedings are brought or any claim is made against the Supplier that might subject the Procuring Entity to liability under GCC Clause 36.4, the Supplier shall promptly give the Procuring Entity notice of such proceedings or claims, and the Procuring Entity may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Procuring Entity fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Procuring Entity has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Procuring Entity's request, afford all available assistance to the Procuring Entity in conducting such proceedings or claim and shall be reimbursed by the Procuring Entity for all reasonable expenses incurred in so doing.
- 36.6 The party entitled to the benefit of an indemnity under this GCC Clause 36 shall take all reasonable measures to mitigate any loss or damage that has occurred. If the party fails to take such measures, the other party's liabilities shall be correspondingly reduced.

37 Insurances

- 37.1 The Supplier shall at its expense take out and maintain in effect, or cause to be taken out and maintained in effect, during the performance of the Contract, the insurance set forth below. The identity of the insurers and the form of the policies shall be subject to the approval of the Procuring Entity, who should not unreasonably withhold such approval.
- a) **Cargo Insurance During Transport**
as applicable, 110 percent of the price of the Information Technologies and other Goods in a freely convertible currency, covering the Goods from physical loss or damage during shipment through receipt at the Project Site.
 - b) **Installation "All Risks" Insurance**
as applicable, 110 percent of the price of the Information Technologies and other Goods covering the Goods at the site from all risks of physical loss or damage (excluding only perils commonly excluded under "all risks" insurance policies of this type by reputable insurers) occurring prior to Operational Acceptance of the System.
 - c) **Third-Party Liability Insurance**
On terms as **specified in the SCC**, covering bodily injury or death suffered by third parties (including the Procuring Entity's personnel) and loss of or damage to property (including the Procuring Entity's property and any Subsystems that have been accepted by the Procuring Entity) occurring in connection with the supply and installation of the Information System.
 - d) **Automobile Liability Insurance**
In accordance with the statutory requirements prevailing in Kenya, covering use of all vehicles used by the Supplier or its Subcontractors (whether or not owned by them) in connection with the execution of the Contract.
 - e) **Other Insurance (if any), as specified in the SCC.**
- 37.2 The Procuring Entity shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1, except for the Third-Party Liability, and the Supplier's Subcontractors shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1 except for Cargo Insurance During Transport. All insurer's rights of subrogation against such co-insured for losses or claims arising out of the performance of the Contract shall be waived under such policies.
- 37.3 The Supplier shall deliver to the Procuring Entity certificates of insurance (or copies of the insurance policies) as evidence that the required policies are in full force and effect.

- 37.4 The Supplier shall ensure that, where applicable, its Subcontractor(s) shall take out and maintain in effect adequate insurance policies for their personnel and vehicles and for work executed by them under the Contract, unless such Subcontractors are covered by the policies taken out by the Supplier.
- 37.5 If the Supplier fails to take out and/or maintain in effect the insurance referred to in GCC Clause 37.1, the Procuring Entity may take out and maintain in effect any such insurance and may from time to time deduct from any amount due to the Supplier under the Contract any premium that the Procuring Entity shall have paid to the insurer or may otherwise recover such amount as a debt due from the Supplier.
- 37.6 Unless otherwise provided in the Contract, the Supplier shall prepare and conduct all and any claims made under the policies affected by it pursuant to this GCC Clause 37, and all monies payable by any insurers shall be paid to the Supplier. The Procuring Entity shall give to the Supplier all such reasonable assistance as may be required by the Supplier in connection with any claim under the relevant insurance policies. With respect to insurance claims in which the Procuring Entity's interest is involved, the Supplier shall not give any release or make any compromise with the insurer without the prior written consent of the Procuring Entity. With respect to insurance claims in which the Supplier's interest is involved, the Procuring Entity shall not give any release or make any compromise with the insurer without the prior written consent of the Supplier.

38 Force Majeure

- 38.1 "Force Majeure" shall mean any event beyond the reasonable control of the Procuring Entity or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following:
- a) war, hostilities, or war like operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;
 - b) rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;
 - c) confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de jure or de facto authority or ruler, or any other act or failure to act of any local state or national government authority;
 - d) strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague;
 - e) earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;
 - f) failure, by the Supplier, to obtain the necessary export permit (s) from the governments of the Country(s) of Origin of the Information Technologies or other Goods, or Supplier's Equipment provided that the Supplier has made all reasonable efforts to obtain the required export permit(s), including the exercise of due diligence in determining the eligibility of the System and all of its components for receipt of the necessary export permits.
- 38.2 If either party is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.
- 38.3 The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered, or delayed. The Time for Achieving Operational Acceptance shall be extended in accordance with GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).

- 38.4 The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the Contract and to fulfill its or their obligations under the Contract, but without prejudice to either party's right to terminate the Contract under GCC Clause 38.6.
- 38.5 No delay or nonperformance by either party to this Contract caused by the occurrence of any event of Force Majeure shall:
- a) Constitute a default or breach of the Contract;
 - b) (subject to GCC Clauses 35.2, 38.3, and 38.4) give rise to any claim for damages or additional cost or expense occasioned by the delay or nonperformance, if, and to the extent that, such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- 38.6 If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the time period covered by the Contract, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Contract by giving a notice to the other.
- 38.7 In the event of termination pursuant to GCC Clause 38.6, the rights and obligations of the Procuring Entity and the Supplier shall be as specified in GCC Clauses 41.1.2 and 41.1.3.
- 38.8 Notwithstanding GCC Clause 38.5, Force Majeure shall not apply to any obligation of the Procuring Entity to make payments to the Supplier under this Contract.

H. Change in Contract Elements

39 Changes to the System

39.1 Introducing a Change

- 39.1.1 Subject to GCC Clauses 39.2.5 and 39.2.7, the Procuring Entity shall have the right to propose, and subsequently require, the Project Manager to order the Supplier from time to time during the performance of the Contract to make any change, modification, addition, or deletion to, in, or from the System (interchangeably called "Change"), provided that such Change falls within the general scope of the System, does not constitute unrelated work, and is technically practicable, taking into account both the state of advancement of the System and the technical compatibility of the Change envisaged with the nature of the System as originally specified in the Contract.
- 39.1.2 A Change may involve, but is not restricted to, the substitution of updated Information Technologies and related Services in accordance with GCC Clause 23 (Product Upgrades).
- 39.1.3 The Supplier may from time to time during its performance of the Contract propose to the Procuring Entity (with a copy to the Project Manager) any Change that the Supplier considers necessary or desirable to improve the quality or efficiency of the System. The Procuring Entity may at its discretion approve or reject any Change proposed by the Supplier.
- 39.1.4 Notwithstanding GCC Clauses 39.1.1 and 39.1.2, no change made necessary because of any default of the Supplier in the performance of its obligations under the Contract shall be deemed to be a Change, and such change shall not result in any adjustment of the Contract Price or the Time for Achieving Operational Acceptance.
- 39.1.5 The procedure on how to proceed with and execute Changes is specified in GCC Clauses 39.2 and 39.3, and further details and sample forms are provided in the Sample Contractual Forms Section in the tendering documents.
- 39.1.6 Moreover, the Procuring Entity and Supplier will agree, during development of the Project Plan, to a date prior to the scheduled date for Operational Acceptance, after which the Technical Requirements for the System shall be "frozen." Any Change initiated after this time will be dealt with after Operational Acceptance.

39.2 Changes Originating from Procuring Entity

- 39.2.4 If the Procuring Entity proposes a Change pursuant to GCC Clauses 39.1.1, it shall send to the Supplier a “Request for Change Proposal,” requiring the Supplier to prepare and furnish to the Project Manager as soon as reasonably practicable a “Change Proposal,” which shall include the following:
- a Brief description of the Change;
 - b Impact on the Time for Achieving Operational Acceptance;
 - c Detailed estimated cost of the Change;
 - d Effect on Functional Guarantees (if any);
 - e Effect on any other provisions of the Contract.
- 39.2.5 Prior to preparing and submitting the “Change Proposal,” the Supplier shall submit to the Project Manager a “Change Estimate Proposal,” which shall be an estimate of the cost of preparing the Change Proposal, plus a first approximation of the suggested approach and cost for implementing the changes. Upon receipt of the Supplier's Change Estimate Proposal, the Procuring Entity shall do one of the following:
- a accept the Supplier's estimate with instructions to the Supplier to proceed with the preparation of the Change Proposal;
 - b advise the Supplier of any part of its Change Estimate Proposal that is unacceptable and request the Supplier to review its estimate;
 - c advise the Supplier that the Procuring Entity does not intend to proceed with the Change.
- 39.2.6 Upon receipt of the Procuring Entity's instruction to proceed under GCC Clause 39.2.2 (a), the Supplier shall, with proper expedition, proceed with the preparation of the Change Proposal, in accordance with GCC Clause 39.2.1. The Supplier, at its discretion, may specify a validity period for the Change Proposal, after which if the Procuring Entity and Supplier has not reached agreement in accordance with GCC Clause 39.2.6, then GCC Clause 39.2.7 shall apply.
- 39.2.7 The pricing of any Change shall, as far as practicable, be calculated in accordance with the rates and prices included in the Contract. If the nature of the Change is such that the Contract rates and prices are inequitable, the parties to the Contract shall agree on other specific rates to be used for valuing the Change.
- 39.2.8 If before or during the preparation of the Change Proposal it becomes apparent that the aggregate impact of compliance with the Request for Change Proposal and with all other Change Orders that have already become binding upon the Supplier under this GCC Clause 39 would be to increase or decrease the Contract Price as originally set forth in Article 2 (Contract Price) of the Contract Agreement by more than fifteen (15) percent, the Supplier may give a written notice of objection to this Request for Change Proposal prior to furnishing the Change Proposal. If the Procuring Entity accepts the Supplier's objection, the Procuring Entity shall withdraw the proposed Change and shall notify the Supplier in writing of its acceptance.
- The Supplier's failure to so object to a Request for Change Proposal shall neither affect its right to object to any subsequent requested Changes or Change Orders, nor affect its right to take into account, when making such subsequent objection, the percentage increase or decrease in the Contract Price that any Change not objected to by the Supplier represents.
- 39.2.9 Upon receipt of the Change Proposal, the Procuring Entity and the Supplier shall mutually agree upon all matters contained in the Change Proposal. Within fourteen (14) days after such agreement, the Procuring Entity shall, if it intends to proceed with the Change, issue the Supplier a Change Order. If the Procuring Entity is unable to reach a decision within fourteen (14) days, it shall notify the Supplier with details of when the Supplier can expect a decision. If the Procuring Entity decides not to proceed with the Change for whatever reason, it shall, within the said period of fourteen (14) days, notify the Supplier accordingly. Under such circumstances, the Supplier shall be entitled to reimbursement of all costs reasonably incurred by it in the preparation of the Change Proposal, provided that these do not exceed the amount given by the Supplier in its Change Estimate Proposal submitted in accordance with GCC Clause 39.2.2.
- 39.2.10 If the Procuring Entity and the Supplier cannot reach agreement on the price for the Change, an equitable adjustment to the Time for Achieving Operational Acceptance, or any other matters identified in the Change Proposal, the Change will not be implemented. However, this provision does not limit the rights of either party under GCC Clause 6 (Settlement of Disputes).

39.3 Changes Originating from Supplier

If the Supplier proposes a Change pursuant to GCC Clause 39.1.2, the Supplier shall submit to the Project Manager a written “Application for Change Proposal,” giving reasons for the proposed Change and including the information specified in GCC Clause 39.2.1. Upon receipt of the Application for Change Proposal, the parties shall follow the procedures outlined in GCC Clauses 39.2.6 and 39.2.7. However, should the Procuring Entity choose not to proceed or the Procuring Entity and the Supplier cannot come to agreement on the change during any validity period that the Supplier may specify in its Application for Change Proposal, the Supplier shall not be entitled to recover the costs of preparing the Application for Change Proposal, unless subject to an agreement between the Procuring Entity and the Supplier to the contrary.

39.4 Value engineering. The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the Contract.

39.4.1 The value engineering proposal shall, at a minimum, include the following;

- (a) The proposed change (s), and a description of the difference to the existing Contract requirements;
- (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and
- (c) a description of any effect(s) of the change on performance/ functionality.

39.4.2 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerates the delivery period; or
- b) reduces the Contract Price or the life cycle costs to the Procuring Entity; or
- c) improves the quality, efficiency, safety or sustainability of the systems; or
- d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the systems.

39.4.3 If the value engineering proposal is approved by the Procuring Entity and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified in the SCC of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in
 - (a) to (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price.

40 Extension of Time for Achieving Operational Acceptance

40.1 The time(s) for achieving Operational Acceptance specified in the Schedule of Implementation shall be extended if the Supplier is delayed or impeded in the performance of any of its obligations under the Contract by reason of any of the following:

- a) Any Change in the System as provided in GCC Clause 39 (Change in the Information System);
- b) Any occurrence of Force Majeure as provided in GCC Clause 38 (Force Majeure);
- c) Default of the Procuring Entity; or
- d) Any other matter specifically mentioned in the Contract; by such period as shall be fair and reasonable in all the circumstances and as shall fairly reflect the delay or impediment sustained by the Supplier.

40.2 Except where otherwise specifically provided in the Contract, the Supplier shall submit to the Project Manager a notice of a claim for an extension of the time for achieving Operational Acceptance, together with particulars of the event or circumstance justifying such extension as soon as reasonably practicable after the commencement of such event or circumstance. As soon as reasonably practicable after receipt of such notice and supporting particulars of the claim, the Procuring Entity and the Supplier shall agree upon the period of such extension. In the event that the Supplier does not accept the Procuring Entity's estimate of a fair and reasonable time extension, the Supplier shall be entitled to refer the matter to the provisions for the Settlement of Disputes pursuant to GCC Clause 43.

40.3 The Supplier shall at all times use its reasonable efforts to minimize any delay in the performance of its obligations under the Contract.

41 Termination

41.1 Termination for Procuring Entity's Convenience

41.1.1 The Procuring Entity may at any time terminate the Contract for any reason by giving the Supplier a notice of termination that refers to this GCC Clause 41.1.

41.1.2 Upon receipt of the notice of termination under GCC Clause 41.1.1, the Supplier shall either as soon as reasonably practical or upon the date specified in the notice of termination

- a) cease all further work, except for such work as the Procuring Entity may specify in the notice of termination for the sole purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;
- b) terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to GCC Clause (d) (ii) below;
- c) Remove all Supplier's Equipment from the site, repatriate the Supplier's and its Sub contractors' personnel from the site, remove from the site any wreckage, rubbish, and debris of any kind;
- d) In addition, the Supplier, subject to the payment specified in GCC Clause 41.1.3, shall
 - i) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;
 - ii) to the extent legally possible, assign to the Procuring Entity all right, title, and benefit of the Supplier to the System, or Subsystem, as at the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;
 - iii) deliver to the Procuring Entity all nonproprietary drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.1.3 In the event of termination of the Contract under GCC Clause 41.1.1, the Procuring Entity shall pay to the Supplier the following amounts:

- a) The Contract Price, properly attributable to the parts of the System executed by the Supplier as of the date of termination;
- b) The costs reasonably incurred by the Supplier in the removal of the Supplier's Equipment from the site and in the repatriation of the Supplier's and its Subcontractors 'personnel;
- c) any amount to be paid by the Supplier to its Subcontractors in connection with the termination of any subcontracts, including any cancellation charges;
- d) costs incurred by the Supplier in protecting the System and leaving the site in a clean and safe condition pursuant to GCC Clause 41.1.2(a); and
- e) the cost of satisfying all other obligations, commitments, and claims that the Supplier may in good faith have undertaken with third parties in connection with the Contract and that are not covered by GCC Clauses 41.1.3 (a) through (d) above.

41.2 Termination for Supplier's Default

41.2.1 The Procuring Entity, without prejudice to any other rights or remedies it may possess, may terminate the Contract forth within the following circumstances by giving a notice of termination and its reasons there for to the Supplier, referring to this GCC Clause 41.2:

- a) If the Supplier becomes bankrupt or in solvent, has a receiving order issued against it, compounds with its creditors, or, if the Supplier is a corporation, a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its under taking or assets, or if the Supplier takes or suffers any other analogous action in consequence of debt;
- b) If the Supplier assigns or transfers the Contractor any right or interest, there in in violation of the provision of GCC Clause 42 (Assignment); or
- c) If the Supplier, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of the Appendix to the GCC, in competing for or in executing the Contract, including but

Not limited to willful misrepresentation of facts concerning ownership of Intellectual Property Rights in, or proper authorization and/or licenses from the owner to offer, the hardware, software, or materials provided under this Contract.

41.2.2 If the Supplier:

- d) Has abandoned or repudiated the Contract;
- e) Has without valid reason failed to commence work on the System promptly;
- f) Persistently fails to execute the Contract in accordance with the Contract or persistently neglects to carry out its obligations under the Contract without just cause;
- g) Refuses or is unable to provide sufficient Materials, Services, or labor to execute and complete the System in the manner specified in the Agreed Project Plan furnished under GCC Clause 19 at rates of progress that give reasonable assurance to the Procuring Entity that the Supplier can attain Operational Acceptance of the System by the Time for Achieving Operational Acceptance as extended; then the Procuring Entity may, without prejudice to any other rights it may possess under the Contract, give a notice to the Supplier stating the nature of the default and requiring the Supplier to remedy the same. If the Supplier fails to remedy or to take steps to remedy the same within fourteen (14) days of its receipt of such notice, then the Procuring Entity may terminate the Contract forthwith by giving a notice of termination to the Supplier that refers to this GCC Clause 41.2.

41.2.3 Upon receipt of the notice of termination under GCC Clauses 41.2.1 or 41.2.2, the Supplier shall, either immediately or upon such date as is specified in the notice of termination:

- h) cease all further work, except for such work as the Procuring Entity may specify in the notice of termination for the sole purpose of protecting that part of the System already executed or any work required to leave the site in a clean and safe condition;
- i) terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to GCC Clause (d) below;
- j) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;
- k) to the extent legally possible, assign to the Procuring Entity all right, title and benefit of the Supplier to the System or Subsystems as at the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;
- l) deliver to the Procuring Entity all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as at the date of termination in connection with the System.

41.2.4 The Procuring Entity may enter upon the site, expel the Supplier, and complete the System itself or by employing any third party. Upon completion of the System or at such earlier date as the Procuring Entity thinks appropriate, the Procuring Entity shall give notice to the Supplier that such Supplier's Equipment will be returned to the Supplier at or near the site and shall return such Supplier's Equipment to the Supplier in accordance with such notice. The Supplier shall thereafter without delay and at its cost remove or arrange removal of the same from the site.

41.2.5 Subject to GCC Clause 41.2.6, the Supplier shall be entitled to be paid the Contract Price attributable to the portion of the System executed as at the date of termination and the costs, if any, incurred in protecting the System and in leaving the site in a clean and safe condition pursuant to GCC Clause 41.2.3 (a). Any sums due the Procuring Entity from the Supplier accruing prior to the date of termination shall be deducted from the amount to be paid to the Supplier under this Contract.

41.2.6 If the Procuring Entity completes the System, the cost of completing the System by the Procuring Entity shall be determined. If the sum that the Supplier is entitled to be paid, pursuant to GCC Clause 41.2.5, plus the reasonable costs incurred by the Procuring Entity in completing the System, exceeds the Contract Price, the Supplier shall be liable for such excess. If such excess is greater than the sums due the Supplier under GCC Clause 41.2.5, the Supplier shall pay the balance to the Procuring Entity, and if such excess is less than the sums due the Supplier under GCC Clause 41.2.5, the Procuring Entity shall pay the balance to the Supplier. The Procuring Entity and the Supplier shall agree, in writing, on the computation described above and the manner in which any sums shall be paid.

41.3 Termination by Supplier

41.3.1 If:

- a) the Procuring Entity has failed to pay the Supplier any sum due under the Contract within the specified period, has failed to approve any invoice or supporting documents without just cause **pursuant to the SCC**, or commits a substantial breach of the Contract, the Supplier may give a notice to the Procuring Entity that requires payment of such sum, with interest on this sum as stipulated in GCC Clause 12.3, requires approval of such invoice or supporting documents, or specifies the breach and requires the Procuring Entity to remedy the same, as the case may be. If the Procuring Entity fails to pay such sum together with such interest, fails to approve such invoice or supporting documents or give its reasons for withholding such approval, fails to remedy the breach or take steps to remedy the breach within fourteen (14) days after receipt of the Supplier's notice; or
- b) the Supplier is unable to carry out any of its obligations under the Contract for any reason attributable to the Procuring Entity, including but not limited to the Procuring Entity's failure to provide possession of or access to the site or other areas or failure to obtain any governmental permit necessary for the execution and/or completion of the System; then the Supplier may give a notice to the Procuring Entity of such events, and if the Procuring Entity has failed to pay the outstanding sum, to approve the invoice or supporting documents, to give its reasons for withholding such approval, or to remedy the breach within twenty-eight (28) days of such notice, or if the Supplier is still unable to carry out any of its obligations under the Contract for any reason attributable to the Procuring Entity within twenty-eight (28) days of the said notice, the Supplier may by a further notice to the Procuring Entity referring to this GCC Clause 41.3.1, forth with terminate the Contract.

41.3.2 The Supplier may terminate the Contract immediately by giving a notice to the Procuring Entity to that effect, referring to this GCC Clause 41.3.2, if the Procuring Entity becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, being a corporation, if a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Procuring Entity takes or suffers any other analogous action in consequence of debt.

41.3.3 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, then the Supplier shall immediately:

- c) Cease all further work, except for such work as may be necessary for the purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;
- d) Terminate all subcontracts, except those to be assigned to the Procuring Entity pursuant to Clause 41.3.3 (d) (ii);
- e) remove all Supplier's Equipment from the site and repatriate the Supplier's and its Subcontractor's personnel from the site.
- f) In addition, the Supplier, subject to the payment specified in GCC Clause 41.3.4, shall:
 - i) deliver to the Procuring Entity the parts of the System executed by the Supplier up to the date of termination;
 - ii) to the extent legally possible, assign to the Procuring Entity all right, title, and benefit of the Supplier to the System, or Subsystems, as of the date of termination, and, as may be required by the Procuring Entity, in any subcontracts concluded between the Supplier and its Subcontractors;
 - iii) to the extent legally possible, deliver to the Procuring Entity all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.3.4 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, the Procuring Entity shall pay to the Supplier all payments specified in GCC Clause 41.1.3 and reasonable compensation for all loss, except for loss of profit, or damage sustained by the Supplier arising out of, in connection with, or in consequence of such termination.

41.3.5 Termination by the Supplier pursuant to this GCC Clause 41.3 is without prejudice to any other rights or remedies of the Supplier that may be exercised in lieu of or in addition to rights conferred by GCC Clause 41.3.

41.4 In this GCC Clause 41, the expression "portion of the System executed" shall include all work executed, Services provided, and all Information Technologies, or other Goods acquired (or subject to a legally binding

Obligation to purchase) by the Supplier and used or intended to be used for the purpose of the System, up to and including the date of termination.

41.5 In this GCC Clause 41, in calculating any monies due from the Procuring Entity to the Supplier, account shall be taken of any sum previously paid by the Procuring Entity to the Supplier under the Contract, including any advance payment paid **pursuant to the SCC**.

42 Assignment

42.1 Neither the Procuring Entity nor the Supplier shall, without the express prior written consent of the other, assign to any third party the Contractor any part thereof, or any right, benefit, obligation, or interest there in or there under, except that the Supplier shall be entitled to assign either absolutely or by way of charge any monies due and payable to it or that may become due and payable to it under the Contract.

I. Settlement of Disputes

43 Settlement of Disputes

43.1 Adjudication

43.1.1 If any dispute of any kind what so ever shall arise between the Procuring Entity and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, or the operation of the System (whether during the progress of implementation or after its achieving Operational Acceptance and whether before or after the termination, abandonment, or breach of the Contract), the parties shall seek to resolve any such dispute **by mutual consultation**. If the parties fail to resolve such a dispute by mutual consultation within fourteen (14) days after one party has notified the other in writing of the dispute, then, if the Contract Agreement in Appendix2 includes and names an Adjudicator, the dispute shall, within another fourteen (14) days, be referred in writing by either party to the Adjudicator, with a copy to the other party. If there is no Adjudicator specified in the Contract Agreement, the mutual consultation period stated above shall last twenty-eight (28) days (instead of fourteen), upon expiry of which either party may move to the notification of arbitration pursuant to GCC Clause43.2.1.

43.1.2 The Adjudicator shall give his or her decision in writing to both parties within twenty-eight (28) days of the dispute being referred to the Adjudicator. If the Adjudicator has done so, and no notice of intention to commence arbitration has been given by either the Procuring Entity or the Supplier within fifty-six (56) days of such reference, the decision shall become final and binding upon the Procuring Entity and the Supplier. Any decision that has become final and binding shall be implemented by the parties forth with.

43.1.3 The Adjudicator shall be paid an hourly fee at the rate specified in the Contract Agreement plus reasonable expenditures incurred in the execution of duties as Adjudicator, and these costs shall be divided equally between the Procuring Entity and the Supplier.

43.1.4 Should the Adjudicator resign or die, or should the Procuring Entity and the Supplier agree that the Adjudicator is not fulfilling his or her functions in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Supplier. Failing agreement between the two within twenty-eight (28) days, the new Adjudicator shall be appointed at the request of either party by the Appointing Authority **specified in the SCC**, or, if no Appointing Authority is **specified in SCC**, the Contract shall, from this point onward and until the parties may otherwise agree on an Adjudicator or an Appointing Authority, be implemented as if there is no Adjudicator.

43.2 Arbitration

43.2.1 If

- a) the Procuring Entity or the Supplier is dissatisfied with the Adjudicator's decision and acts before this decision has become final and binding pursuant to GCC Clause 43.1.2, or
- b) the Adjudicator fails to give a decision within the allotted time from referral of the dispute pursuant to GCC Clause 43.1.2, and the Procuring Entity or the Supplier acts within the following fourteen (14) days, or
- c) in the absence of an Adjudicator from the Contract Agreement, the mutual consultation pursuant to GCC Clause 43.1.1 expires without resolution of the dispute and the Procuring Entity or the Supplier acts within the following fourteen (14) days, then either the Procuring Entity or the Supplier may act to give notice to the other party, with a copy for information to the Adjudicator incase an Adjudicator had been

involved, of its intention to commence arbitration, as provided below, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

43.2.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC Clause 43.2.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after Installation of the Information System.

43.2.3 Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC.**

43.3 Notwithstanding any reference to the Adjudicator or arbitration in this clause,

- a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;
- b) The Procuring Entity shall pay the Supplier any monies due the Supplier.

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

A. Contract and Interpretation

1. Definitions (GCC Clause 1)

GCC 1.1 (b) (i)	The Procuring Entity is: <i>KENYA BIOVAX INSTITUTE LIMITED</i>
GCC 1.1 (b) (ii)	The Project Manager is: <i>Manager, ICT and Security</i>
GCC 1.1 (e) (ix)	<i>There are no Special Conditions associated with GCC 1.1 (e) (x).</i> <i>[Note: The GCC default specifies the Contract Period as when all the Supplier's obligations are completed. If there is a reason to set a hard-and-fast calendar date for the Contract Period to end, then specify here]</i>
GCC 1.1 (e) (xii)	The Post-Warranty Services Period is <i>1 year</i> starting with the completion of the Warranty Period.

2. Notices (GCC Clause 4)

GCC 4.3	Address of the Project Manager: Director General/ Chief Executive Officer Kenya Biovax Institute Limited Procurement Office, Embakasi, Road to KQ Pride Centre P.O. 40779-00100 NAIROBI, KENYA Head of Procurement, Tel: 0775751639 Email: procurement@biovax.go.ke and CEO@biovax.go.ke For Electronic Data Interchange (EDI) the Procuring Entity and Supplier will use the following standards, protocols, addresses, and procedures: <i>[insert: standards, protocols, addresses; also describe: any relevant procedures]</i>
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B. Subject Matter of Contract

3. Scope of the System (GCC Clause 7)

GCC 7.3	The Supplier's obligations under the Contract will include the following recurrent cost items, as identified in the Recurrent Cost tables in the Supplier's Tender: <i>i) Hardware maintenance</i> <i>ii) Software licenses and updates</i> <i>iii) Technical services</i> <i>iv) Telecommunication services</i>
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	<p><i>[Note: The requirements in terms of recurrent cost items should be defined here, reflected in the Recurrent Cost Table for the Warranty period, and elaborated in the Technical Requirements. See also notes to SCC Clause 29.4 regarding services that are not typically included in commercial warranties.</i></p> <p><i>If the Procuring Entity expects that wear and tear on System components will necessitate routine replacement of such components, and if Procuring Entity technical staff will perform these repair and replacement tasks, the Procuring Entity may wish to consider adding the following clause to the SCC that obligates the Supplier to stock and/or provide certain spare parts.]</i></p> <p>The Supplier agrees to supply spare parts required for the operation and maintenance of the System, as stated below, for <i>[insert: number of years]</i> years beginning with Operational Acceptance. Moreover, the price of such spare parts shall be those specified in the spare parts price schedule submitted by the Supplier as part of its Tender. These prices shall include the purchase price for such spare parts and other costs and expenses (including the Supplier’s fees) relating to the supply of spare parts.</p> <p><i>[list the spare parts needs, or reference the line items in the Spare Parts Price Schedule in the Supplier’s Tender, if the Supplier is the source of the identity of the spares, i.e., reflecting its own understanding of its own technologies.]</i></p> <p><i>[Note: The need to ensure the availability of spare parts sources, above and beyond those the Supplier would routinely and implicitly need to perform under its defect liability and/or maintenance responsibilities, generally is not a major issue for the Information Technologies available in the market today. A System is likely to become obsolete long before it begins to develop physical defects.]</i></p>
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4. Time for Commencement and Operational Acceptance (GCC Clause 8)

GCC 8.1	The Supplier shall commence work on the System within: IMMEDIATELY the Effective Date of the Contract.
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5. Supplier’s Responsibilities (GCC Clause 9)

C. PAYMENT

6. Contract Price (GCC Clause 11)

GCC 11.2	<p>Adjustments to the Contract Price shall be as follows: <i>[state: “not applicable” or specify: the items, adjustment formula or formulas, and the relevant price indices].</i></p> <p><i>[Note: Price adjustment is not generally associated with Information System procurements. Price adjustment may be appropriate when: (i) performance of the Contract is expected to last more than eighteen months; (ii) the cost of an important input, such as labor, is subject to inflation (or deflation); and (iii) meaningful price indices are readily available and well accepted. Thus, for example, if the Contract provides a substantial number of recurrent cost items following Operational Acceptance, would the inclusion of an SCC to permit adjustment be appropriate. In such cases, adjustment</i></p>
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should be limited to those items only and use appropriate indices that accurately mirror the relevant price trends.]

7. Terms of Payment (GCC Clause 12)

GCC 12.1

Subject to the provisions of GCC Clause 12 (Terms of Payment), the Procuring Entity shall pay the Contract Price to the Supplier according to the categories and in the manner specified below. Only the categories Advance Payment and Complete System Integration relate to the entire Contract Price. In other payment categories, the term "total Contract Price" means the total cost of goods or services under the specific payment category. Within each such category, the Contract Implementation Schedule may trigger pro-rata payments for the portion of the total Contract Price for the category corresponding to the goods or services actually Delivered, Installed, or Operationally Accepted, at unit prices and in the currencies specified in the Price Schedules of the Contract Agreement.

(a) Advance Payment

No Advance payment will be done.

[Note: The advance payment may be higher than 10% in cases where Supplier's mobilization costs (i.e., costs between Contract effectiveness and the first scheduled Contract payment) are likely to be much larger than the advance payment, resulting in substantial negative cash flow for the Supplier. This happens primarily in projects where the Supplier must acquire expensive highly-specialized equipment to customize and configure a solution system prior to the first scheduled payment milestone. In these cases, the entire schedule of payments below obviously needs to be adjusted accordingly.]

(b) Information Technologies, Materials, and other Goods, with the exception of Custom Software and Custom Materials:

sixty percent (60%) of the total or pro-rata Contract Price for this category against Delivery

ten percent (10%) of the same price against Installation

ten percent (10%) of the same price against Operational Acceptance.

(c) Custom Software and Custom Materials:

sixty percent (60%) of the total or pro-rata Contract Price for this category against Installation and the enhancement

twenty percent (20%) of the same price against Operational Acceptance.

[Note: Large custom software development or system integration contracts (e.g., those taking longer than six months from Contract Effectiveness to Operational Acceptance of the Application Software subsystem) are usually paid in increments against Procuring Entity's acceptance of major intermediate deliverables defined in the implementation schedule as key milestones (e.g. a sequence of major system design documents, such as: software requirements specifications, software design document, development of a prototype for a major subsystem, delivery of a pilot implementation of the software for a subsystem or the entire system, etc.). In those cases, the above payment terms should be modified accordingly and refer to the milestones in the Implementation Schedule. The payment terms should allow the Supplier an adequate cash flow vis-à-vis the steps need to achieve an operational Information System.]

	<p>(d) Services other than Training:</p> <p>eighty percent (80%) of the pro-rata Contract Price for services performed will be paid monthly in arrears, on submission and Procuring Entity’s approval of invoices:</p> <p><i>[Note: Some Contracts may involve considerable “Services other than Training” (and services other than software customization). For instance, there could be the digitization of maps using the procured Geographical Information System (GIS), or the scanning, indexing and conversion of paper documents, or the conversion or migration of existing electronic data sets. In these cases, payment may be keyed to acceptance of intermediate deliverables or completion of service delivery phases defined in the project implementation schedule, rather than merely to the passage of time, as illustrated. In designing this type of payment terms, the Procuring Entity has an obligation to balance and ensure consistency between its own interest to pay only against value received, the supplier's need for a reasonable cash flow, the design of the project implementation schedule, the specification of service milestones and even the process for acceptance testing of intermediate deliverables (when milestones completion would be subject to such testing).]</i></p> <p>(e) Training</p> <p>thirty percent (30%) of the total Contract Price for training services at the start of the full training program</p> <p>fifty percent (50%) of the pro-rata Contract Price for training services performed will be paid monthly in arrears, on submission and approval of appropriate invoices.</p> <p>(f) Complete System Integration</p> <p>ten percent (10%) of the entire Contract Price, exclusive of all Recurrent Costs, as final payment against Operational Acceptance of the System as an integrated whole.</p> <p>(g) Recurrent Costs</p> <p>one hundred percent (100%) of the price of the services actually delivered will be paid quarterly in arrears, on submission and Procuring Entity’s approval of invoices.</p> <p><i>[Note: If a separate Operational Acceptance for the System as an integrated whole is not required, increase by 10% points the final payment percentages of all other goods and services above.]</i></p>
GCC 12.3	The Procuring Entity shall pay to the Supplier interest on the delayed payments at a rate of: [Not Applicable].
GCC 12.4	The Supplier will invoice the Procuring Entity in the currency used in the Contract Agreement and the Price Schedules it refers to, for Goods and Services supplied locally, and the conversion between this currency and Kenya shillings for payment purposes - in case the two currencies are different - will be made as of the actual payment date using the exchange rate found in <i>[insert: source of exchange rate].</i>

8. Securities (GCC Clause 13)

GCC 13.3.1	<p>The Performance Security shall be denominated in <i>[insert currency]</i> for an amount equal to <i>[insert: number]</i> percent of the Contract Price, excluding any Recurrent Costs.</p> <p><i>[Note: The general rule is that the Performance Security is denominated in the currency or currencies of the contract or in a freely convertible currency acceptable to the Procuring</i></p>

	<i>Entity. It should be set as no more than ten (10) percent of the Contract Price, including Recurrent Costs during the Warranty Period. Provision of the Performance Security increases the transaction costs incurred by the successful Tenderer, which it can recover only by increasing its price. Therefore, for a simple/moderate system, Performance Security in an amount of 6-10% of the Contract Price would provide adequate protection].</i>
GCC 13.3.4	<p>During the Warranty Period (i.e., after Operational Acceptance of the System), the Performance Security shall be reduced to [<i>insert: number</i>] percent of the Contract Price, excluding any Recurrent Costs.</p> <p><i>[Note: An appropriate amount for the Performance Security for a (three-year) Warranty Period would be between one (1) and two and a half (2.5) percent of the Contract Price including Recurrent Costs for the Warranty period.]</i></p>

D. Intellectual Property

9. Copyright (GCC Clause 15)

GCC 15.3	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 15.3</i></p> <p><i>[Note: If the Procuring Entity is a corporate or commercial entity, it may choose to specify the conditions under which contractual rights would be conveyed to any Procuring Entity of the concern, or any successor entities following a group reorganization or bankruptcy or other insolvency procedures. Procuring Entities with other organizational structures may need to add other similar provisions.]</i></p>
GCC 15.4	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 15.4</i><i>[Note:</i></p> <p><i>There is a broad spectrum of strategies that the Procuring Entity can adopt regarding Intellectual Property Rights in Custom Software (and in Custom Materials). One extreme case is that the Procuring Entity retains all Intellectual Property Rights and tightly restricts what the Supplier can do with the Custom Software and information related to it. This approach may be appropriate when the Procuring Entity has highly sensitive procedures embedded in the Custom Software (e.g., a central bank's settlement system) or commercial competitive concerns regarding wider use of the Software, designs, or information, or where the Procuring Entity considers that it is contributing valuable know-how to the development of the Custom Software and wishes to share in future profits with the Supplier that derives from exploitation of that know-how. The other extreme case is where the Procuring Entity retains no Intellectual Property Rights in the Custom Software and only licenses its use from the Supplier. This approach is most appropriate when the Supplier wants to take advantage of the potential cost reduction in allowing the Supplier to commercialize the Custom Software (rather than sharing in future profits) and where the Procuring Entity has no proprietary or commercial concerns regarding its reuse.</i></p> <p><i>A wide variety of intermediate arrangements can be appropriate, depending on the circumstances. These would entail variations of what the Procuring Entity is entitled to do with the software, designs, and related information (and under what conditions). These rights and obligations include the following: (i) duplicating and using the software on different equipment, such as back-ups, additional computers, replacements, upgraded units, etc.; (ii) transferring the license or sublicensing the software for other entities to use, modify, develop, commercialize, etc.; (iii) sharing proprietary information regarding the Custom Software with various parties. The Procuring Entity's obligations and rights (and the conditions under which those rights and obligations apply) can vary substantially also. These include: (i) what the Procuring Entity must and can do with the CASE files, Source Code, and executable code of the Custom Software; (ii) sharing, reselling, and otherwise</i></p>

providing access to the software, designs and related information; and (iii) auditing for license compliance.

The Supplier's rights in relation to the Custom Software may:

- *Be limited to use in order to support the Procuring Entity; or*
- *Extend to commercial exploitation by re-licensing to third-party customers.*

If the Supplier's rights extend to commercial exploitation, they may be limited as follows:

- *There may be an interim period, designed to protect the Procuring Entity's competitive edge, during which the Supplier is not permitted to exploit commercially; and/or*
- *The Supplier may be prohibited from licensing the Custom Software to certain categories of customer (for example, direct competitors of the Procuring Entity) or in certain territories (for example, Kenya), either for a limited period or indefinitely; and/or*
- *The Supplier may be required to pay royalties to the Procuring Entity when it licenses third parties to use the Custom Software.*

The first two of these categories of limitation are intended to protect the Procuring Entity's competitive edge. The third is intended to allow the Procuring Entity to share in future profits made by the Supplier through exploitation of the Custom Software. Royalty arrangements will have to be backed up by obligations to report to the Procuring Entity regarding future sales of products to which royalties apply and audit rights so that the Procuring Entity can check that the Supplier's reports are accurate. Clearly, if royalty arrangements are put in place, the value of the Custom Software to the Supplier is reduced, so the Procuring Entity may not benefit from an up-front cost saving.

The Procuring Entity's rights in relation to the Custom Software may also be restricted to "user" rights or extended to commercial exploitation. If the Procuring Entity is to be treated as a mere user of the Custom Software, it might accept restrictions on use similar to those imposed in relation to the Standard Software (indeed, the default position in the GCC is that the Custom Software will be licensed to the Procuring Entity on exactly the same terms as the Standard Software if the Intellectual Property Rights in the Custom Software does not vest in the Procuring Entity). It may, however, also expect to have access to, and a right to use, CASE files and Source Code to the Custom Software (whereas, at best, Source Code to the Standard Software is likely to be deposited in escrow).

If the Procuring Entity is to be permitted to exploit the Custom Software commercially, its exploitation rights may be limited in similar ways to the ways in which the Procuring Entity's own usage rights to the Custom Software may be limited.

It may be appropriate to apply different arrangements to various elements of the Custom Software, according to their commercial sensitivity and potential for exploitation and the degree of competitive advantage that they afford to the Procuring Entity.

The various possible arrangements can be achieved by a variety of contractual mechanisms. Ownership of Intellectual Property Rights in the

	<p><i>Custom Software may vest the Supplier or the Procuring Entity, with the owner of those rights granting an appropriate license to the other party. This license may be subject to various degrees of exclusivity, depending on the desired commercial outcome (for example, the Supplier may own the Intellectual Property Rights in the Custom Software by granting to the Procuring Entity a license that is exclusive, in relation to exploitation in Kenya, for two years).</i></p> <p><i>If an exclusive license is to be granted, competition law issues will need to be considered in some jurisdictions.</i></p> <p><i>Each is sufficiently different as to render virtually all sample text inappropriate in numerous cases. Accordingly, the Procuring Entity of Custom Software will, in most instances, require the services of an appropriately skilled lawyer to draft SCC for the rights and obligations regarding Custom Software (more particularly, the variety of rights and obligations that potentially apply to different items of Custom Software).]</i></p>
GCC 15.5	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 15.5</i></p> <p><i>[Note: Special software escrow arrangements are generally needed in relation to Contracts for the supply of Software, particularly Application Software, where there is concern about the ability of the Supplier to provide ongoing support throughout the life of the System. The protection provided by an escrow arrangement, however, should be weighed against the costs of administering it. The actual language of the escrow contract will vary depending on the laws of the country in which the escrow deposit is to be made (which may be Kenya or another country with a suitable legal regime) and the escrow agent selected (escrow agents generally have their own standard form contracts). Provisions may cover:</i></p> <ul style="list-style-type: none"> <i>(i) the Supplier’s obligations to deliver the Source Code to the escrow agent and make replacement deposits to ensure that the Source Code is up to date;</i> <i>(ii) the Supplier’s warranties that the Source Code is at all times capable of being used to generate the latest version of the executable code to the relevant Software in use by the Procuring Entity and suitable to enable the Procuring Entity to support and develop the Software;</i> <i>(iii) the escrow agent’s obligations to keep the Source Code secure and confidential;</i> <i>(iv) the escrow agent’s obligations in relation to verification of the Source Code (to ensure that it is Source Code and that it is capable of generating the executable code);</i> <i>(v) the obligations of the Supplier and the Procuring Entity in relation to payment of the escrow agent’s fee;</i> <i>(vi) the escrow agent’s right and obligation to release the Source Code to the Procuring Entity in certain specified “release events” (e.g., bankruptcy or insolvency of the Supplier or the Supplier’s failure to make deposits or to support the Software);</i> <i>(vii) limitations and exclusions of the escrow agent’s liability;</i> <i>(viii) the circumstances in which the escrow arrangement will terminate, and what will happen to the deposited Source Code on termination; and</i>

	(ix) <i>confidentiality undertakings to be given by the Procuring Entity on release of the Source Code.]</i>
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10. Software License Agreements (GCC Clause 16)

GCC 16.1 (a) (iv)	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 16.1 (a) (iv)</i></p> <p><i>[Note: In the interest of soliciting lower Tender prices, Procuring Entities may wish to consider defining limitations in the use of the software. For example:</i></p> <ul style="list-style-type: none"> <i>(a) restrictions on the number of records in particular categories that may be held by the System;</i> <i>(b) restrictions on the numbers of transactions in particular categories that may be processed by the System in any day, week, month, or other specified period;</i> <i>(c) restrictions on the number of persons who may be authorized to use the System at any time;</i> <i>(d) restrictions on the number of persons who may access the System simultaneously at any time; or</i> <i>(e) restrictions on the number of workstations that may be connected to the System at any time.</i> <p><i>Note that, from the point of view of the Procuring Entity, if restrictions of any of these kinds (or any similar kind) are to be imposed and there is a real likelihood that the limits may be reached, it would be better to specify additional license fees that are payable when the limits are reached rather than imposing an absolute prohibition on exceeding the limits.]</i></p>
GCC 16.1 (b) (vi)	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 16.1 (b) (vi)</i></p> <p><i>[Note: The Procuring Entity may also wish to specify, for example, that such entities shall be not direct competitors of the Supplier.]</i></p>
GCC 16.1 (b) (vii)	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 16.1 (b) (vii)</i></p> <p><i>[Note: The Procuring Entity may, for example, wish to specify the members of the Procuring Entity's business group that are not direct competitors of the Supplier and that the Procuring Entity must obtain and provide the Supplier written evidence from such parties that such parties will adhere by the terms of the Contract as if they were party to the Contract.]</i></p>
GCC 16.2	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 16.2</i></p> <p><i>[Note: If on-site audits are acceptable, the Procuring Entity may specify conditions on the duration and number of audits per year; the hours or days during which audits may be conducted; the categories of software subject to audit; the procedures for access to Procuring Entity's hardware or software; the number and affiliation of individual auditors; the timing and terms of advance notice; the indemnity by Supplier for losses, liabilities, and costs incurred by the Procuring Entity as a direct result of the audit; etc.]</i></p>

11. Confidential Information (GCC Clause 17)

GCC 17.1	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 17.1</i></p> <p><i>[Note: The Procuring Entity may wish to give members of its business group or related agencies, for example, access to certain specific types of technical and</i></p>
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	<p><i>/ or financial information it obtains or develops with respect to the Supplier and its Information Technologies. The SCC covering such an exemption should define the individuals covered and generally provide that the Procuring Entity will ensure that such parties are aware of and will adhere by the Procuring Entity's obligations under GCC Clause 17 as if such party were a party to the Contract in place of the Procuring Entity.</i></p> <p><i>if necessary and appropriate, specify: persons, topics, and conditions for which the confidentiality clause does not apply.]</i></p>
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E. Supply, Installation, Testing, Commissioning, and Acceptance of the System

12. Representatives (GCC Clause 18)

GCC 18.1	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 18.1</i></p> <p><i>[Note: If appropriate specify additional powers or limitations.]</i></p> <p>The Procuring Entity's Project Manager shall have the following additional powers and / or limitations to his or her authority to represent the Procuring Entity in matters relating to the Contract <i>[state necessary and appropriate clauses].</i></p>
GCC 18.2.2	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 18.2.2</i></p> <p><i>[Note: If appropriate specify additional powers or limitations.]</i></p> <p>The Supplier's Representative shall have the following additional powers and / or limitations to his or her authority to represent the Supplier in matters relating to the Contract <i>[state necessary and appropriate clauses].</i></p> <p><i>[Note: Any additional powers or limitations of the Supplier's Representative will, of necessity, be subject to discussions at Contract finalization and the SCC amended accordingly.]</i></p>

13. Project Plan (GCC Clause 19)

GCC 19.1	<p>Chapters in the Project Plan shall address the following subject:</p> <ul style="list-style-type: none"> <i>(a) Project Organization and Management Sub-Plan, including management authorities, responsibilities, and contacts, as well as task, time and resource-bound schedules (in GANTT format);</i> <i>(b) Implementation Sub-Plan;</i> <i>(c) Training Sub-Plan;</i> <i>(d) Testing and Quality Assurance Sub-Plan;</i> <i>(e) Warranty Defect Repair and Technical Support Service Sub-Plan</i> <p><i>Further details regarding the required contents of each of the above chapters are contained in the Technical Requirements, (insert: reference)].</i></p>
GCC 19.6	<p><i>The Supplier shall submit to the Procuring Entity:</i></p> <ul style="list-style-type: none"> <i>(i) monthly inspection and quality assurance reports</i> <i>(ii) monthly training participants test results</i>

(iii) *monthly log of service calls and problem resolutions*

14. Design and Engineering (GCC Clause 21)

GCC 21.3.1	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 21.3.1.</i></p> <p><i>[Note: If necessary and appropriate, specify the Controlling Technical Documents (i.e., document that must be approved by the Procuring Entity’s Project Manager before any relevant downstream work can be undertaken by the Supplier).]</i></p> <p><i>[The Supplier shall prepare and furnish to the Project Manager the following documents for which the Supplier must obtain the Project Manager’s approval before proceeding with work on the System or any Subsystem covered by the documents. [state “none” or specify, for example:</i></p> <ul style="list-style-type: none"><i>(*) detailed site surveys;</i><i>(*) final Subsystem configurations;</i><i>(*) etc.</i>
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15. Product Upgrades (GCC Clause 23)

GCC 23.4	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 23.4.</i></p> <p><i>[Note: Mandating that all new versions, releases, and updates of Standard Software will be passed on for free during the Warranty Period is a comprehensive requirement, the benefits of which must be balanced against the perceived costs in the mind of the successful Tenderer at the time of tender submission. To require the Supplier to provide for free only new releases and updates, but agreeing that it would be reimbursed for the supply of complete new versions might be more cost-effective. For example, this may be particularly appropriate when the Procuring Entity would not benefit from costs of migrating its business applications to an entirely new version of the underlying database system if such a version came out during a three Warranty Period. Another approach may be to shorten the time period during which updates, etc., would have to be supplied for free, for example, to only the first year of the Warranty Period; or alternatively, a narrower set of Standard Software could be covered.]</i></p>
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16. Inspections and Tests (GCC Clause 25)

GCC 25	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 25.</i></p> <p><i>[Note: Procuring Entity’s may wish to consider employing qualified inspectors to inspect and certify the Information Technologies, Materials, and other Goods prior to shipment. This can minimize the number of cases where the Procuring Entity receives shipped goods that do not conform to the Technical Requirements and shorten the repair or replacement time.]</i></p>
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17. Commissioning and Operational Acceptance (GCC Clause 27)

GCC 27.2.1	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 27.2.1.</i></p> <p><i>[Note: Few aspects of Information Technology procurement are more critical to the successful implementation of a System than the specification of Operational Acceptance Tests. It is imperative that the Procuring Entity prepare the specification for these tests as carefully</i></p>
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	<p><i>as the overall specification of the System itself. The description should be sufficiently comprehensive, unambiguous, and verifiable to result in proper operation of the System with minimal confusion or controversy between the Procuring Entity and its management, the Supplier, and any users.</i></p> <p><i>In addition, where the Contract covers the Installation and acceptance testing of a number of Subsystems, the nature of the acceptance tests required for each Subsystem, and for the final tests to be carried out on the entire System once all Subsystems have been completed, needs to be clearly specified here and/or in the Technical Requirements and which party bears responsibility for correcting any defects discovered during the final tests of the entire System needs to be identified.]</i></p>

F. Guarantees and Liabilities

18. Operational Acceptance Time Guarantee (GCC Clause 28)

GCC 28.2	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 28.2.</i></p> <p><i>[Note: Typical percentages are, respectively, one half of one percent (0.5%) per week and ten percent (10%) of the total. In some instances, the Procuring Entity may wish to consider specifying liquidated damages on a daily basis. If so, specify this in the SCC].</i></p>
GCC 28.3	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 28.3.</i></p> <p><i>[Note: Establishing more milestones for liquidated damages may provide a somewhat greater degree of control and assurances regarding the pace of the implementation of the System. However, this will come at a price of increased complexity of Contract management and increased perceptions of financial risks on the part of Tenderers. This most likely will lead to higher tender prices. In most cases, Operational Acceptance should be the most appropriate financial control for ensuring the timeliness of implementation, since it captures the impact of earlier delays and is, in the final analysis, the milestone that truly matters. Whatever milestones are selected, it is critical that the Implementation Schedule precisely specify what Subsystems or other components are covered and when the milestone is set. These, of course, can be refined and revised through the Agreed Project Plan.]</i></p>

19. Defect Liability (GCC Clause 29)

GCC 29.1	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 29.1.</i></p> <p><i>[Note: Software is never completely error or “bug” free. Thus, the Procuring Entity may wish to refine or to limit the Supplier’s warranty obligations. Properly done, this can reduce Tenderer’s perceptions of financial risk and help lower tender prices. However, the Procuring Entity should balance the potential savings against the risks to reliable and effective operation of the System and the related costs to the Procuring Entity. These tradeoffs are very specific to the type of the System and its uses. These tradeoffs are also changing very rapidly with technological development. The Procuring Entity should consult experts in the relevant areas for an up-to-date assessment of the risks and the most appropriate text to express any such exceptions and limitations.]</i></p>
GCC 29.4	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 29.4.</i></p> <p><i>[Note: When defining the Warranty period, Procuring Entity should be careful to recognize that services such as resident engineer support, new software releases and end-user help desk support are not typically included in commercial warranties and should be priced separately in the Recurrent Cost Table].</i></p>
GCC 29.10	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 29.10</i></p> <p><i>[Note: Typically, the Procuring Entity should develop a set of response times for different degrees of seriousness of the defects and/or categories of IT and/or specific</i></p>

	<p><i>Subsystems. The most appropriate and economical set of response times are highly dependent on the specific System, its use, and the relevant conditions in Kenya.</i></p> <p><i>The GCC specifies that the Supplier must commence work on warranty defects within a maximum of two weeks; else the Procuring Entity may contract-in such services at the Supplier's expense. The Procuring Entity may wish to shorten or lengthen this period in the SCC. The time specified must strike a reasonable balance between the response time the typical qualified Supplier can physically achieve and the importance of maintaining continued System operation. If too short a time period is specified, Suppliers will need to protect themselves by adding a contingency to their tender prices.]</i></p>
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20. Functional Guarantees (GCC Clause 30)

GCC 30	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 30.</i></p> <p><i>[Note: In the event that Information Systems and Technologies would have to conform to other calendar system(s), here would be the place to specify related requirements in addition to, or in variation of, the requirements in GCC clause 30.2.]</i></p>
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G. Risk Distribution

21. Insurances (GCC Clause 37)

GCC 37.1 (c)	<p>The Supplier shall obtain Third-Party Liability Insurance in the amount of [<i>insert: monetary value</i>] with deductible limits of no more than [<i>insert: monetary value</i>]. The insured Parties shall be [<i>list insured parties</i>]. The Insurance shall cover the period from [<i>insert: beginning date, relative to the Effective Date of the Contract</i>] until [<i>insert: expiration date, relative to the Effective Date of the Contract or its completion</i>].</p>
GCC 37.1 (e)	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 37.1 (e).</i></p> <p><i>[Note: Many countries have statutory requirements for various insurances. These should be reviewed with the Procuring Entity's legal department.</i></p> <p><i>For example:</i></p> <p><i>The Supplier shall obtain Worker's Compensation Insurance in accordance with the statutory requirements of [insert: Kenya]. Specifically: [insert: requirements]. The Insurance shall cover the period from [insert: beginning date, relative to the Effective Date of the Contract] until [insert: expiration date, relative to the Effective Date of the Contract or its completion].</i></p> <p><i>The Supplier shall obtain Employer's Liability Insurance in accordance with the statutory requirements of [insert: Kenya]. Specifically: [insert: requirements]. The Insurance shall cover the period from [insert: beginning date, relative to the Effective Date of the Contract] until [insert: expiration date, relative to the Effective Date of Contract or its completion].</i></p>

H. CHANGE IN CONTRACT ELEMENTS

22. Changes to the System (GCC Clause 39)

GCC 39.4.3	<p>Value Engineering</p> <p>If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Supplier shall be ___% (insert appropriate percentage. The percentage is normally up to 50%) of the reduction in the Contract Price.</p>
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I. Settlement of Disputes

23. Settlement of Disputes (GCC Clause 43)

GCC 43.1.4	<p>The Appointing Authority for the Adjudicator is: <i>[insert: the name of an impartial international technical organization in the information technology sector, or, if no Adjudicator is used in this Contract Agreement or no organization has been identified and agreed to serve as Appointing Authority for the Adjudicator, state “not applicable.”]</i>.</p>
GCC 43.2.3	<p>If the Supplier is from outside Kenya arbitration proceedings shall be conducted in accordance with the rules of arbitration of <i>[select one of the following: UNCITRAL / the International Chamber of Commerce (ICC) / the Arbitration Institute of the Stockholm Chamber of Commerce / the London Court of International Arbitration]</i>. These rules, in the version in force at the time of the request for arbitration, will be deemed to form part of this Contract.</p> <p>If the Supplier is a national of Kenya, any dispute between the Procuring Entity and a Supplier arising in connection with the present Contract shall be referred to arbitration in accordance with the laws of Kenya.</p>

SECTION VIII - CONTRACT FORMS

Notes to the Procuring Entity on preparing the Contract Forms.

Performance Security: Pursuant to GCC Clause 13.3, the successful Tenderer is required to provide the Performance Security within twenty-eight (28) days of notification of Contract award.

Advance Payment Security: Pursuant to Clause 13.2, the successful Tenderer is required to provide a bank guarantee securing the Advance Payment, if the SCC related to GCC Clause 12.1 provides for an Advance Payment.

Installation and Operational Acceptance Certificates: Recommended formats for these certificates are included in this SPD. Unless the Procuring Entity has good reason to require procedures that differ from those recommended, or to require different wording in the certificates, the procedures and forms shall be included unchanged. If the Procuring Entity wishes to amend the recommended procedures and/ or certificates, it may do so before release of the tendering document to potential Tenderers.

Change Order Procedures and Forms: Similar to the Installation and Operational Acceptance Certificates, the Change Estimate Proposal, Estimate Acceptance, Change Proposal, Change Order, and related Forms should be included in the tendering document unaltered. If the Procuring Entity wishes to amend the recommended procedures and/ or certificates, it may do so before release of the tendering document.

Notes to Tenderers on working with the Sample Contractual Forms

The following forms are to be completed and submitted by the successful Tenderer following notification of award: (i) Contract Agreement, with all Appendices; (ii) Performance Security; and (iii) Advance Payment Security.

Contract Agreement: In addition to specifying the parties and the Contract Price, the Contract Agreement is where the: (i) Supplier Representative; (ii) if applicable, agreed Adjudicator and his/her compensation; and (iii) the List of Approved Subcontractors are specified. In addition, modifications to the successful Tenderer's Tender Price Schedules are attached to the Agreement. These contain corrections and adjustments to the Supplier's tender prices to correct errors, adjust the Contract Price to reflect - if applicable - any extensions to tender validity beyond the last day of original tender validity plus 56 days, etc.

Performance Security: Pursuant to GCC Clause 13.3, the successful Tenderer is required to provide the Performance Security in the form contained in this section of these tendering documents and in the amount specified in accordance with the SCC.

Advance Payment Security: Pursuant to GCC Clause 13.2, the successful Tenderer is required to provide a bank guarantee for the full amount of the Advance Payment - if an Advance Payment is specified in the SCC for GCC Clause 12.1 - in the form contained in this section of these tendering documents or another form acceptable to the Procuring Entity. If a Tenderer wishes to propose a different Advance Payment Security form, it should submit a copy to the Procuring Entity promptly for review and confirmation of acceptability before the tender submission deadline.

The Procuring Entity and Supplier will use the following additional forms during Contract implementation to formalize or certify important Contract events: (i) the Installation and Operational Acceptance Certificates; and (ii) the various Change Order forms. These and the procedures for their use during performance of the Contract are

included in the tendering documents for the information of Tenderers.

1. Notification of Intention to Award

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.]

[Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]

1) For the attention of Tenderer's Authorized Representative Name: [insert Authorized Representative's name]

Address: [insert Authorized Representative's Address]

Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]

Email Address: [insert Authorized Representative's email address]

[IMPORTANT: insert the date that this Notification is transmitted to all participating Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION: This Notification is sent by: [email/fax] on [date] (local time)

Notification of Intention to Award

[Procuring Entity]: [insert the name of the Procuring Entity]

Project: [insert name of project]

Contract title: [insert the name of the contract]

Country: [insert country where ITT is issued]

ITT No: [insert ITT reference number from Procurement Plan]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/ or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

i) The successful Tenderer

Name:	[insert name of successful Tenderer]
Address:	[insert address of the successful Tenderer]
Contract price:	[insert contract price of the successful Tenderer]
Total combined score:	[insert the total combined score of the successful Tenderer]

2) Other Tenderers [INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]

Name of Tenderer	Technical Score (If applicable)	Tender price	Evaluated Tender Cost	Combined Score (if applicable)
[insert name]	[insert Technical score]	[insert Tender price]	[insert evaluated cost]	[insert combined score]
[insert name]	[insert Technical score]	[insert Tender price]	[insert evaluated cost]	[insert combined score]
[insert name]	[insert Technical score]	[insert Tender price]	[insert evaluated cost]	[insert combined score]
[insert name]	[insert Technical score]	[insert Tender price]	[insert evaluated cost]	[insert combined score]
[insert name]	[insert Technical score]	[insert Tender price]	[insert evaluated cost]	[insert combined score]

3) Reason/s why your Tender was unsuccessful [Delete if the combined score already reveals the reason]

[INSTRUCTIONS; State the reason/s why this Tenderer's Tender was unsuccessful. Do NOT include: (a) a point by point comparison with another Tenderer's Tender or (b) information that is marked confidential by the Tenderer in its Tender.]

4) How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention: [insert full name of person, if applicable] **Title/position:** ____ [insert title/position]

Agency: [insert name of Procuring Entity] **Email address:** _____ [insert email address] **Fax number:** _____ [insert fax number] *delete if not used*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5) How to make a complaint

DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, [insert date] (local time).

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention: [insert full name of person, if applicable] **Title/position:** ____ [insert title/position]

Agency: [insert name of Procuring Entity] **Email address:** _____ [insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends. Further information:

For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website info@ppra.go.ke or complaints@ppra.go.ke.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this procurement, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the deadline stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

6) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens we will notify you of the extension.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

2 REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....**APPLICANT**

AND

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

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

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

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

3 Letter of Award

_____) _____

To: _____

This is to notify you that your Tender dated _____ for execution of the _____ for the Contract Price in the aggregate of _____, as corrected and modified in accordance with the Instructions to Tenderers is here by accepted by our Agency.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose one of the Performance Security Forms included in Section X, - Contract Forms, of the Tendering Document.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract Agreement

4 Contract Agreement

THIS CONTRACT AGREEMENT is made on the*[insert: ordinal]* day of *[insert: month]*, *[insert: year]*. BETWEEN (1) *[insert: Name of Procuring Entity]*, a *[insert: description of type of legal entity, for example, an agency of the Department of.....]* of the Government of Kenya, or corporation incorporated under the laws of Kenya and having its principal place of business at *[insert: address of Procuring Entity]* (here in after called “the Procuring Entity”), and (2).....*[insert: name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (here in after called “the Supplier”).

WHEREAS the Procuring Entity desires to engage the Supplier to supply, install, achieve Operational Acceptance of, and support the following Information System *[insert: brief description of the Information System]* (“the System”), and the Supplier has agreed to such engagement upon and subject to the terms and conditions appearing below in this Contract Agreement.

NOW IT IS HERE BY AGREED as follows:

Article 1. Contract Documents

5. Contract Documents (Reference GCC Clause 1.1(a) (ii))

The following documents shall constitute the Contract between the Procuring Entity and the Supplier, and each shall be read and construed as an integral part of the Contract:

- a) This Contract Agreement and the Appendices attached to the Contract Agreement
- b) Special Conditions of Contract
- c) General Conditions of Contract
- d) Technical Requirements (including Implementation Schedule)
- e) The Supplier's tender and original Price Schedules
- f) *[Add here: any other documents]*

1.2 Order of Precedence (Reference GCC Clause 2)

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above, provided that Appendix 7 shall prevail over all provisions of the Contract Agreement and the other Appendices attached to the Contract Agreement and all the other Contract Documents listed in Article 1.1 above.

1.3 Definitions (Reference GCC Clause 1)

Capitalized words and phrases used in this Contract Agreement shall have the same meanings as prescribed to them in the General Conditions of Contract.

Article 2.

Contract Price and Terms of Payment

- 2.1 Contract Price (Reference GCC Clause 1.1(a)(viii) and GCC Clause 11) The Procuring Entity here by agrees to pay to the Supplier the Contract Price in consideration of the performance by the Supplier of its obligations under the Contract. The Contract Price shall be the aggregate of: *[insert: amount of foreign currency A in words], [insert: amount in figures], plus [insert: amount of foreign currency B in words], [insert: amount in figures], plus [insert: amount of foreign currency C in words], [insert: amount in figures], [insert: amount of local currency in words], [insert: amount in figures]*, as specified in the Grand Summary Price Schedule.

The Contract Price shall be understood to reflect the terms and conditions used in the specification of prices in the detailed price schedules, including the terms and conditions of the associated incoterms, and the taxes, duties and related levies if and as identified.

Article 3.

Effective Date for Determining Time for Operational Acceptance

- 3.1 Effective Date (Reference GCC Clause 1.1(e) (ix))

The time allowed for supply, installation, and achieving Operational Acceptance of the System shall be determined from the date when all of the following conditions have been fulfilled:

- a) This Contract Agreement has been duly executed for and on behalf of the Procuring Entity and the Supplier;
- b) The Supplier has submitted to the Procuring Entity the performance security and the advance payment security, in accordance with GCC Clause 13.2 and GCC Clause 13.3;

c) The Procuring Entity has paid the Supplier the advance payment, in accordance with GCC Clause 12; Each party shall use its best efforts to fulfill the above conditions for which it is responsible as soon as practicable.

3.2 If the conditions listed under 3.1 are not fulfilled within two (2) months from the date of this Contract Agreement because of reasons not attributable to the Supplier, the parties shall discuss and agree on an equitable adjustment to the Contract Price and the Time for Achieving Operational Acceptance and/or other relevant conditions of the Contract.

Article 4.

Appendixes

4.1 The Appendixes listed below shall be deemed to form an integral part of this Contract Agreement.

4.2 Reference in the Contract to any Appendix shall mean the Appendixes listed below and attached to this Contract Agreement, and the Contract shall be read and construed accordingly.

APPENDIXES

Appendix 1. Supplier's Representative

Appendix 2. Adjudicator *[If there is no Adjudicator, state "not applicable"]*

Appendix 3. List of Approved Subcontractors

Appendix 4. Categories of Software

Appendix 5. Custom Materials

Appendix 6. Revised Price Schedules (if any)

Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

IN WITNESS WHEREOF the Procuring Entity and the Supplier have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

i) For and on behalf of the Procuring Entity

Signed:

in the capacity of *[insert: title or other appropriate designation]*

in the presence of _____

ii) For and on behalf of the Supplier

Signed:

in the capacity of *[insert: title or other appropriate designation]*

in the presence of _____

5 Appendices

a) **Appendix 1. Supplier's Representative**

In accordance with GCC Clause 1.1 (b) (iv), the Supplier's Representative is:

Name:[*insert: name and provide title and address further below, or state "to be nominated within fourteen (14) days of the Effective Date"*]

Title:[*if appropriate, insert: title*]

In accordance with GCC Clause 4.3, the Supplier's addresses for notices under the Contract are:

Address of the Supplier's Representative:[*as appropriate, insert: personal delivery, postal, cable, facsimile, electronic mail, and/or EDI addresses.*]

Fallback address of the Supplier:[*as appropriate, insert: personal delivery, postal, cable, facsimile, electronic mail, and/or EDI addresses.*]

b) Appendix

2. Adjudicator in accordance with GCC Clause 1.1 (b) (vi), the agreed-upon Adjudicator is: Name:

..... *[insert: name]* Title:

[insert: title] Address:*[insert: postal address]* Telephone:

..... *[insert: telephone]* in accordance with GCC Clause 43.1.3, the

agreed-upon fees and reimbursable expenses are: Hourly Fees:

[insert: hourly fees] Reimbursable Expenses:*[list: reimbursables]*

Pursuant to GCC Clause 43.1.4, if at the time of Contract signing, agreement has not been reached between the Procuring Entity and the Supplier, an Adjudicator will be appointed by the Appointing Authority named in the SCC.

e) **Appendix 5. Custom Materials**

The follow table specifies the Custom Materials the Supplier will provide under the Contract.

Custom Materials

f) Appendix 6. Revised Price Schedules

The attached Revised Price Schedules (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the Price Schedules contained in the Supplier's Tender. These Revised Price Schedules reflect any corrections or adjustments to the Supplier's tender price, pursuant to the ITT Clauses 30.3 and 38.2.

g) Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

The attached Contract amendments (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the relevant clauses in the GCC, SCC, Technical Requirements, or other parts of this Contract as defined in GCC Clause 1.1 (a) (ii).

6 Performance and Advance Payment Security Forms

5.1 Performance Security Form (Demand Bank Guarantee)

[The bank, as requested by the successful Tenderer, shall fill in this form in accordance with the instructions indicated]

[Guarantor Form head or SWIFT identifier code]

[insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: *[insert: Name and Address of Procuring Entity]*

Date: *[insert: date]*

PERFORMANCE GUARANTEE No.: *[insert: Performance Guarantee Number]* **Guarantor:**
..... *[Insert name and address of place of issue, unless indicated in the Form head.]*

We have been informed that on *[insert: date of award]* you awarded Contract No. *[insert: Contract number]* for *[insert: title and/or brief description of the Contract]* (hereinafter called "the Contract") to *[insert: complete name of Supplier which in the case of a joint venture shall be in the name of the joint venture]* (hereinafter called "the Applicant"). Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor here by irrevocably undertake to pay you any sum(s) not exceeding *[insert: amount(s)¹ in figures and words]* such sum being payable in the types and proportions of currencies which the Contract Price is payable upon receipt by us of the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the contract without the Beneficiary needing to prove or to show grounds or reasons for their demand or the sum specified there in.

On the date of your issuing, to the Supplier, the Operational Acceptance Certificate for the System, the value of this guarantee will be reduced to any sum(s) not exceeding..... *[insert: amount(s) 4 in figures and words]*. This remaining guarantee shall expire no later than.....*[insert: number and select: of months/of years (of the Warranty Period that needs to be covered by the remaining guarantee)]* from the date of the Operational Acceptance Certificate for the System², and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under 15 (a) is hereby excluded.

[Signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹The bank shall insert the amount(s) specified and denominated in the SCC for GCC Clauses 13.3.1 and 13.3.4 respectively, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.

²In this sample form, the formulation of this paragraph reflects the usual SCC provisions for GCC Clause 13.3. However, if the SCC for GCC Clauses 13.3.1 and 13.3.4 varies from the usual provisions, the paragraph, and possibly the previous paragraph, need to be adjusted to precisely reflect the provisions specified in the SCC.

5.2 Advance Payment Security

Demand Bank Guarantee

_____ *[Guarantor Form head or SWIFT identifier code]*

Beneficiary: *[insert: Name and Address of Procuring Entity]*

Date: *[insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: *[insert: Advance Payment Guarantee Number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the Form head]*

We have been informed that on.....*[insert: date of award]* you awarded Contract No. *[insert: Contract number]* for*[insert: title and/or brief description of the Contract]* (here in after called "the Contract") to *[insert: complete name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (here in after called" the Applicant").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[insert: amount in numbers and words, for each currency of the advance payment]* is to be made to the Supplier against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, here by irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of..... *[Insert amount in figures] () [insert amount in words]*¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) Has used the advance payment for purposes other than toward delivery of Goods; or
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number.....*[insert number]*at.....*[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety

(90) percent of the Accepted Contract Amount, has been certified for payment, or on the.....*[insert day]* day of.....*[insert month]*, 2 *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No.758, except that the supporting statement under Article 15(a) is hereby excluded.

_____ *[signature(s)]*

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

7 Installation and Acceptance Certificates *(insert format)*

Installation Certificate

Date: *[insert: date]*

ITT: *[insert: title and number of ITT]*

Contract: *[insert: name and number of Contract]*

To: *[insert: name and address of Supplier]*

Dear Sir or Madam:

Pursuant to GCC Clause 26 (Installation of the System) of the Contract entered into between yourselves and the..... *[insert: name of Procuring Entity]* (hereinafter the “Procuring Entity”) dated..... *[insert: date of Contract]*, relating to the.....*[insert: brief description of the Information System]*, we hereby notify you that the System (or a Subsystem or major component thereof) was deemed to have been correctly installed on the date specified below.

1. Description of the System (or relevant Subsystem or major component: *[insert: description]*
2. Date of Installation: *[insert: date]*

Notwithstanding the above, you are required to complete the outstanding items listed in the attachment to this certificate as soon as practicable. This Form shall not relieve you of your obligation to achieve Operational Acceptance of the System in accordance with the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of:*[state: “Project Manager” or state the title of a higher-level authority in the Procuring Entity's organization]*

6.2 Operational Acceptance Certificate

Date:[insert: date]

ITT:[insert: title and number of ITT]

Contract:[insert: name of System or Subsystem and number of Contract]

To:[insert: name and address of Supplier]

Dear Sir or Madam:

Pursuant to GCC Clause 27 (Commissioning and Operational Acceptance) of the Contract entered into between yourselves and the.....[insert: name of Procuring Entity] (hereinafter the “Procuring Entity”) dated..... [insert: date of Contract], relating to the.....[insert: brief description of the **Information System**], we hereby notify you the System (or the Subsystem or major component identified below) successfully completed the Operational Acceptance Tests specified in the Contract. In accordance with the terms of the Contract, the Procuring Entity here by takes over the System (or the Subsystem or major component identified below), together with the responsibility for care and custody and the risk of loss thereof on the date mentioned below.

1. Description of the System (or Subsystem or major component):[insert: description]
2. Date of Operational Acceptance:[insert: date]

This Form shall not relieve you of your remaining performance obligations under the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of:[state: “Project Manager” or higher-level authority in the Procuring Entity's organization]

7. Change Order Procedures and Forms

Date:[insert: date]

ITT:[insert: title and number of ITT]

Contract:[insert: name or System or Subsystem and number of Contract]

General

This section provides samples of procedures and forms for carrying out changes to the System during the performance of the Contract in accordance with GCC Clause 39 (Changes to the System) of the Contract.

Change Order Log

The Supplier shall keep an up-to-date Change Order Log to show the current status of Requests for Change and Change Orders authorized or pending. Changes shall be entered regularly in the Change Order Log to ensure that the log is kept up-to-date. The Supplier shall attach a copy of the current Change Order Log in the monthly progress report to be submitted to the Procuring Entity.

References to Changes

- 1) Request for Change Proposals (including Application for Change Proposals) shall be serially numbered CR-nnn.
- 2) Change Estimate Proposals shall be numbered CN-nnn.
- 3) Estimate Acceptances shall be numbered CA-nnn.
- 4) Change Proposals shall be numbered CP-nnn.
- 5) Change Orders shall be numbered CO-nnn. On all forms, the numbering shall be determined by the original CR-nnn.

Annexes

- 7.1 Request for Change Proposal Form
- 7.2 Change Estimate Proposal Form
- 7.3 Estimate Acceptance Form
- 7.4 Change Proposal Form
- 7.5 Change Order Form
- 7.6 Application for Change Proposal Form

7.1 Request for Change Proposal Form

(Procuring Entity's Form head)

Date:[insert: date]

ITT:[insert: title and number of ITT]

Contract:[insert: name of System or Subsystem or number of Contract]

To:[insert: name of Supplier and address]

Attention:[insert: name and title]

Dear Sir or Madam:

With reference to the above-referenced Contract, you are requested to prepare and submit a Change Proposal for the Change noted below in accordance with the following instructions within [**insert: number**] days of the date of this Form.

1. Title of Change: [**insert: title**]
2. Request for Change No./Rev.: [**insert: number**]
3. Originator of Change: [**select Procuring Entity / Supplier (by Application for Change Proposal), and add: name of originator**]
4. Brief Description of Change: [**insert: description**]
5. System (or Subsystem or major component affected by requested Change): [**insert: description**]
6. Technical documents and/ or drawings for the request of
Change: Document or Drawing No. Description
7. Detailed conditions or special requirements of the requested Change: [**insert: description**]
8. Procedures to be followed:
 - a) Your Change Proposal will have to show what effect the requested Change will have on the Contract Price.
 - b) Your Change Proposal shall explain the time it will take to complete the requested Change and the impact, if any, it will have on the date when Operational Acceptance of the entire System agreed in the Contract.
 - c) If you believe implementation of the requested Change will have a negative impact on the quality, operability, or integrity of the System, please provide a detailed explanation, including other approaches that might achieve the same impact as the requested Change.
 - d) You should also indicate what impact the Change will have on the number and mix of staff needed by the Supplier to perform the Contract.
 - e) You shall not proceed with the execution of work related to the requested Change until we have accepted and confirmed the impact it will have on the Contract Price and the Implementation Schedule in writing.
9. As next step, please respond using the Change Estimate Proposal form, indicating how much it will cost you to prepare a concrete Change Proposal that will describe the proposed approach for implementing the Change, all it's elements, and will also address the points in paragraph 8 above pursuant to GCC Clause 39.2.1. Your Change Estimate Proposal should contain a first approximation of the proposed approach, and implications for schedule and cost, of the Change.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of:[**state: "Project Manager" or higher-level authority in the Procuring Entity's organization**]

7.2 Change Estimate Proposal Form

(Supplier's Form head)

Date:[insert: date]

ITT:[insert: title and number of ITT]

Contract:[insert: name of System or Subsystem and number of Contract]

To:[insert: name of Procuring Entity and address]

Attention: [insert: name and title]

Dear Sir or Madam:

With reference to your Request for Change Proposal, we are pleased to notify you of the approximate cost of preparing the below-referenced Change in accordance with GCC Clause 39.2.1 of the Contract. We acknowledge that your agreement to the cost of preparing the Change Proposal, in accordance with GCC Clause 39.2.2, is required before we proceed to prepare the actual Change Proposal including a detailed estimate of the cost of implementing the Change itself.

- 1. Title of Change:[insert: title]
- 2. Request for Change No./Rev.:[insert: number]
- 3. Brief Description of Change (including proposed implementation approach):[insert: description]
- 4. Schedule Impact of Change (initial estimate):[insert: description]
- 5. Initial Cost Estimate for Implementing the Change:[insert: initial cost estimate]
- 6. Cost for Preparation of Change Proposal:[insert: cost in the currencies of the Contract], as detailed below in the breakdown of prices, rates, and quantities.

For and on behalf of the Supplier Signed:

.....

Date:

in the capacity of:[state: "Supplier's Representative" or other higher-level authority in the Supplier's organization]

7.3 Estimate Acceptance Form

(Procuring Entity's Form head) Date:[insert: date]

ITT.....[insert: title and number of ITT]

Contract:[insert: name of System or Subsystem and number of Contract]

To:[insert: name of Supplier and address]

Attention:[insert: name and title]

Dear Sir or Madam:

We hereby accept your Change Estimate and agree that you should proceed with the preparation of a formal Change Proposal.

1. Title of Change: [insert: title]
2. Request for Change No./ Rev.: [insert: request number /revision]
3. Change Estimate Proposal No./ Rev.: [insert: proposal number/ revision]
4. Estimate Acceptance No./ Rev.: [insert: estimate number/ revision]
5. Brief Description of Change: [insert: description]
6. Other Terms and Conditions:

In the event that we decide not to order the Change referenced above, you shall be entitled to compensation for the cost of preparing the Change Proposal up to the amount estimated for this purpose in the Change Estimate Proposal, in accordance with GCC Clause 39 of the General Conditions of Contract.

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of:[state: "Project Manager" or higher-level authority in the Procuring Entity's organization]

7.4 Change Proposal Form

(Supplier's Form head)

Date:[insert: date]

ITT:[insert: title and number of ITT]

Contract:[insert: name of System or Subsystem and number of Contract]

To:[insert: name of Procuring Entity and address]

Attention:[insert: name and title]

Dear Sir or Madam:

In response to your Request for Change Proposal No. [insert: number], we here by submit our proposal as follows:

1. Title of Change: [insert: name]
2. Change Proposal No./ Rev.: [insert: proposal number /revision]
3. Origin at or of Change: [select: Procuring Entity /Supplier; and add: name]
4. Brief Description of Change: [insert: description]
5. Reasons for Change: [insert: reason]
6. The System Subsystem, major component, or equipment that will be affected by the requested Change: [insert: description]
7. Technical documents and/ or drawings for the requested Change: Document or Drawing No. Description
8. Estimate of the increase/ decrease to the Contract Price resulting from the proposed Change: [insert: amount in currencies of Contract], as detailed below in the breakdown of prices, rates, and quantities. Total lump sum cost of the Change:

Cost to prepare this Change Proposal (i. e., the amount payable if the Change is not accepted, limited as provided by GCC Clause 39.2.6):
9. Additional Time for Achieving Operational Acceptance required due to the Change: [insert: amount in days/ weeks]
10. Effect on the Functional Guarantees: [insert: description]
11. Effect on the other terms and conditions of the Contract: [insert: description]
12. Validity of this Proposal: for a period of[insert: number] days after receipt of this Proposal by the Procuring Entity
13. Procedures to be followed:
 - a) You are requested to notify us of your acceptance, comments, or rejection of this detailed Change Proposal within.....[insert: number] days from your receipt of this Proposal.
 - b) The amount of any increase and / or decrease shall be taken into account in the adjustment of the Contract Price.

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [state: "Supplier's Representative" or other higher-level authority in the Supplier's organization]

7.5 Change Order Form

(Procuring Entity's Form head)

Date:[*insert: date*]

ITT:[*insert: title and number of ITT*]

Contract:[*insert: name of System or Subsystem and number of Contract*]

To:[*insert: name of Supplier and address*]

Attention:[*insert: name and title*]

Dear Sir or Madam:

We hereby approve the Change Order for the work specified in Change Proposal No. [*insert: number*], and agree to adjust the Contract Price, Time for Completion, and/ or other conditions of the Contract in accordance with GCC Clause 39 of the Contract.

1. Title of Change: [*insert: name*]
2. Request for Change No./ Rev.: [*insert: request number/ revision*]
3. Change Order No./ Rev.: [*insert: order number/ revision*]
4. Origin at or of Change: [*select: Procuring Entity / Supplier; and add: name*]
5. Authorized Price for the Change: Ref. No.: [*insert: number*] Date: [*insert: date*]
[*insert: amount in foreign currency A*] plus [*insert: amount in foreign currency B*] plus [*insert: amount in foreign currency C*] plus [*insert: amount in local currency*]
6. Adjustment of Time for Achieving Operational Acceptance: [*insert: amount and description of adjustment*]
7. Other effects, if any: [*state: "none" or insert description*]

For and on behalf of the Procuring Entity

Signed:

Date:

in the capacity of:[*state: "Project Manager" or higher-level authority in the Procuring Entity's organization*]

For and on behalf of the Supplier

Signed:

Date:

in the capacity of:[*state "Supplier's Representative" or higher-level authority in the Supplier's organization*]

7.6 Application for Change Proposal Form

(Supplier's Form head)

Date:[insert: date]

ITT:[insert: title and number of ITT]

Contract:[insert: name of System or Subsystem and number of Contract]

To:[insert: name of Procuring Entity and address]

Attention:[insert: name and title]

Dear Sir or Madam:

We hereby propose that the below-mentioned work be treated as a Change to the System.

1. Title of Change:[insert: name]
2. Application for Change Proposal No./ Rev.:[insert: number/ revision] dated: [insert: date]
3. Brief Description of Change:[insert: description]
4. Reasons for Change:[insert: description]
5. Order of Magnitude Estimation:[insert: amount in currencies of the Contract]
6. Schedule Impact of Change:[insert: description]
7. Effect on Functional Guarantees, if any:[insert: description]
8. Appendix:[insert: titles (if any); otherwise state "none"]

For and on behalf of the Supplier

Signed:

Date:

in the capacity of:[state: "Supplier's Representative" or higher-level authority in the Supplier's organization]

7.7 BENEFICIAL OWNERSHIP DISCLOSURE FORM
(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [insert identification
no] Name of the Tender Title/Description: _____ [insert name of the
assignment] to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated ___ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name		Directly----- ----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?: Direct..... Indirect.....	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No-- -- 2. Is this influence or control exercised directly or indirectly?
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly---- ----- % of shares	Indirectly----- % of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
Occupation or profession					Direct..... Indirect.....
2.	Full Name	Directly----- ----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No-- --
	National identity card number or Passport number			2. Is this right held directly or indirectly?: Direct.....	2. Is this influence or control exercised directly or indirectly? Direct.....
	Personal Identification Number (where applicable)	Indirectly---- ----- % of shares	Indirectly----- % of voting rights	Indirect.....	Indirect.....
	Nationality(ies)				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				
3.					
e.t					
.c					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020. (Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:[insert complete name of the Tenderer]_____*

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

Designation of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp