PUBLIC PROCUREMENT OVERSIGHT AUTHORITY

Transforming Procurement

PPOA

REQUEST FOR PROPOSAL

DOCUMENT

FOR

PROVISION OF HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM

RFP NO. PPOA /006/ 2013 – 2014

RFP SUBMISSION DEADLINE: TUESDAY, 24TH JUNE 2014 AT 11.00 A.M.

10TH FLOOR, NATIONAL BANK BUILDING
HARAMBEEAVENUE
P.O. BOX 58535 - 00200
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PUBLIC PROCUREMENT OVERSIGHT AUTHORITY

Transforming Procurement

National Bank Building
Telephone No. +254 (020) 3244000, 2213106/7
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P.O. Box 58535-00200
NAIROBI
KENYA

Initially Issued on *Date: 30th May, 2014*
Re-issued on *Date: 12th May, 2014*

When replying please quote:
RFP NO. PPOA/006/2013-2014

RE: RFP NO. PPOA/006/2013-2014 FOR PROVISION OF HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM – RE-ISSUED

The Public Procurement Oversight Authority is in the process of sourcing for firms to partner with in providing the above referred services. In this regard, PPOA invites proposals from interested firms to provide the said services.

You may obtain further information, inspect and obtain tender documents at the Procurement office, Public Procurement Oversight Authority, 10th Floor, National Bank Building, Harambee Avenue, during normal working hours. Tenders must be accompanied by a Tender Security of 1.5% of the quoted amount in form of a guarantee from a reputable bank or from an insurance company approved by PPOA payable to the Director-General, Public Procurement Oversight Authority. Rates quoted should be net inclusive of all taxes, must be in Kenya Shillings and should remain valid for 79 days after the new date of tender opening. The request for proposals (RFP) includes the following documents: Section I - Letter of invitation; Section II – scope of the services, essential duties and responsibilities and Section III - Terms of Reference; Section IV - Technical proposals; Section V - Financial proposal; Section VI - Standard Contract Form, Notification of Award Form, Confidential Business Questionnaire, Format of Tender Security Instrument, and Form RB1.

Those who wish to obtain hard copies from PPOA may do so by paying Kshs. 1,000.00 through the A/C Name: Public Procurement Oversight Authority, Bank: National Bank of Kenya, Branch: NBK Building, Harambee Avenue, A/C No: 01003006585400; and attach a copy of receipt for the purchase of the Tender Document. Alternatively, the document may be downloaded for free from the PPOA websites by visiting www.ppoa.go.ke/tenders or www.tenders.go.ke. Completed tender documents MUST be enclosed in plain sealed envelopes, marked with the tender number and name as follows: PROVISION OF HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM: **RFP. NO. PPOA/006/2013-2014,** and be deposited in the tender box provided at PPOA Offices, **10th floor, National Bank Building, Harambee Avenue, Nairobi** or be addressed to: **The Director-General, Public Procurement Oversight Authority, P. O. Box 58535 – 00200, NAIROBI** so as to be received on or before **Tuesday, 24th June 2014 at 11.00 a.m.** Tenders will be opened immediately thereafter in the presence of the tenderers' representatives who choose to attend the opening at the Board Room, 10th floor, National Bank Building, Harambee Avenue. Bidders who download the document are required to email their Name, Telephone Number, E-mail, and Postal Address to gmwangi@ppoa.go.ke and cmkamande@ppoa.go.ke. We regret the inconveniences caused.

CHARLES M. KAMANDE
FOR: DIRECTOR-GENERAL

SECTION II – INFORMATION TO CONSULTANTS (ITC)

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SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The Client named in the Appendix to "ITC" will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale of fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liase with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.1.7 The price to be charged for the RFP document shall not exceed Kshs.5,000/=

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

2.2 Clarification and Amendment of RFP Documents

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

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

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

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

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

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.

(iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.

(v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

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

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

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

(iii) A description of the methodology and work plan for performing the assignment.

(iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

(v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

(vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.

(vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.

(viii) Any additional information requested in Appendix "A".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix “A” specifies otherwise.

2.4.3 Consultants shall express the price of their services in Kenya Shillings.

2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 The Proposal must remain valid for 120 days after the closing/opening date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.

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

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

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

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

2.6 Proposal Evaluation General

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

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

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as indicated in the Appendix to information to consultants.

2.8 Public Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

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

2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-
Sf = 100 X $^{FM}/_{F}$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical *(St)* and financial *(Sf)* scores using the weights *(T*=the weight given to the Technical Proposal: *P* = the weight given to the Financial Proposal; *T* + *p* = I) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- $S = St \times T\,\% + Sf \times P\,\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

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

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

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

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

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

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

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

2.10 Award of Contract

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

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

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

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

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

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

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

2.11 Confidentiality

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

2.12 Corrupt or fraudulent practices

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

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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

Appendix to information to consultants

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

Clause Reference

2.1.1 The name of the Client is: ***The Public Procurement Oversight Authority***

2.1.1 The method of selection is: ***Quality and Cost Based (QCBS)***

2.1.2 Technical and Financial Proposals are requested: ***Yes*** _√__No ____

The name, objectives, and description of the assignment are:___
Provision of Human Resources Management Information System.

2.1.3 A pre-proposal conference will be held: ***No.***

The name(s), address(es) and telephone numbers of the Client's official(s) are:

Mr. J. K. Kihara
Manager, Human Resources & Administration
National Bank Building, 10th Floor
P. O. Box 58535-00200
NAIROBI

Tel: +254 (020) 3244000
Facsimile: +254 (020) 2213105, 3244377, 3244277
E-mail: info@ppoa.go.ke

2.1.4 The Client will provide the following inputs:

i. PPOA will endeavor to provide as much information and documentation required and sufficient for the contractor PPOA will provide a work station on need basis
ii. PPOA will provide Copies of existing relevant reports and documents.
iii. PPOA will nominate a liaison officer who will maintain regular contact with the consultants on matters regarding this consultancy
iv. PPOA will provide appropriate administrative support to the team
v. PPOA will provide Gate passes as necessary
vi. PPOA will provide will pay for the training venue and pay for food and snacks where necessary

2.1.7 Price Charged for RFP Document (hard copy obtained from PPOA offices) : **Kshs. 1,000.00**

2.2.1 Consultants may request a clarification of any of the RFP documents only up to six [6] days before the proposal submission date.

2.3.3 The estimated number of professional staff months required for the assignment is; **30 working days**

Minimum experience requirements for proposed professional staff are in the Terms of Reference – Section V

2.3.4 Training is a specific component of this assignment: **Yes.**

2.3.4 **The tenderer shall submit a COMBINED technical and financial**

2.4.2 Taxes: **All applicable taxes to be included in the Financial Proposals**

2.5.2 Consultants must submit an original and **one (1 No.)** additional copy of the combined technical and financial proposal.

2.5.3 The proposal submission address is:
The Director-General
Public Procurement Oversight Authority
National Bank Building
P. O. Box 58535-00200
NAIROBI
PROPOSALS TO BE DEPOSITED IN THE TENDER BOX ON 10TH FLOOR, NATIONAL BANK BUILDING, HARAMBEE AVENUE.

Information on the outer envelope should also include: **The address above and the Tender Ref. No. and Tender Name.**

2.5.4 Proposals must be submitted no later than the following date and time: **TUESDAY, 24TH JUNE 2014 AT 11.00 A.M.**

2.6.1 The address to send information to the Client is:

The Director-General
Public Procurement Oversight Authority
11th floor, National Bank Building, Harambee Avenue
P. O. Box 58538-00200
NAIROBI

2.7.1 The Tender Processing Committee shall evaluate the proposals on the basis of their responsiveness to the Mandatory Requirements of the RFP and Terms of Reference, applying the evaluation criteria as follows:

A. Preliminary Evaluation Criteria (Mandatory Requirements)

No.	Requirements	Responsive (R) or Not Responsive (NR)
MR1	Must Submit a copy of certificate of Registration/Incorporation	
MR2	Must Submit a copy of Valid/ Current Tax Compliance certificate	
MR3	Must submit the last two years Audited financial Statements	
MR4	Must Fill the Form of Tender in the Format provided	
MR5	Must Fill Price Schedule Form in the Format provided	
MR6	Must Fill Technical Proposal Form in the Format provided	
MR7	Manufacturer's Authorization or proof of system ownership	
MR8	Must submit a dully filled up Confidential Business Questionnaire in format provided	
MR9	Submit a bid bond/security of 1.5% of the total bid amount from a reputable bank or an insurance company approved by PPOA.	
MR10	Provide a self written, signed and stamped declaration that they are not debarred from participating in Public Procurement.	
MR11	Provide a self written, signed and stamped declaration that they will not engage in any corrupt practice	
MR12	Submit a joint venture agreement (where applicable)	

B. Technical Evaluation Criteria

TECHNICAL ATTRIBUTES	RESPONSE FROM THE BIDDER	MARKS
System Requirements		Max. 70
(i) Entire Structure and Employee Information		3 marks
(ii) Recruitment Module		8 Marks
(iii) Personnel basic information Module		3 Marks
(iv) Promotion, Deployment and Re-deployment Module, Staff Movement		3 Marks
(v) Salary management Module		3 Marks
(vi) Employee exit management Module		3 Marks
(vii) Grievance Handling and Discipline		3 Marks
(viii) Performance Management: Performance appraisal, Work Scheduling and Planning Module		8 Marks
(ix) Training and development		8 Marks
(x) Leave management Module		4 Marks

(xi) Medical scheme and other employee benefits administration Including Workmen Compensation And Group personal accident cover Module		3 Marks
(xii) Security and audit Module		3 Marks
(xiii) Pension Module		3 Marks
(xiv) Payroll Module with Attributes deductions, payroll deductions etc		10 Marks
(xv) Provide Details of the User Friendly Reporting System to be used		2 Marks
(xvi) Provide Details of the Database		2 Marks
(xvii) Provide Details of the System Audit and User Access Control		1 Marks
PROJECT PLAN AND METHODOLOGY		Max. 10
Project implementation plan		2 Marks
Personnel Schedule		2 Marks
Project Completion Duration		2 Marks
Support and Maintenance Details		2 Marks
Training		2 Marks
TECHNICAL CAPACITY- COMPANY'S		
Provide at least 4 LOCAL (KENYAN) clients and references to which the company has has successfully implemented services in the last 3 years, one of which must have regional set-up, and one with public sector or a public limited company. Bidders must provide evidence of having been contracted to provide similar services. PPOA will reserve the right to conduct Site visit evaluation	2 marks for every site 2 mark for Regional set up 2 marks for public sector or a public limited company	Max. 12 Marks
TECHNICAL CAPACITY- ENGINEERS		
Provide CVs with details of at least 2 staff members to carry out implementation and maintenance: i. Team Leader's qualifications: a. Degree in Information Technology or related field Project(s) b. Experience of implementing and maintaining HRMIS systems or at least having worked on four (4) projects/ assignments. c. Information Technology Professional Certification ii. Associate's Qualifications: a. Degree in either Human Resources or Information Technology or related b. Experience of implementing and maintaining HRMIS systems or at least having worked on two (2) projects/ assignments	- 2 marks – 2 mark – 1 mark – 1 mark – 2 marks	Max. 8 marks
GRAND TOTAL ***THE TECHNICAL SCORES WILL BE CONVERTED TO 50% OF THE FINAL SCORE.***		**100 MARKS**

DEMONSTRATION OF THE FUNCTIONAL AND TECHNICAL CAPABILITIES OF THE SYSTEM

i. The short listed bidders from the proposed system technical evaluation shall be required to present their HRMIS to evaluators / stakeholders. Only bidders who score 70% and above of the proposed systems technical evaluation will be subjected to the technical and functional demonstration of the solution. The non compliant submissions will be eliminated from the entire evaluation process and will not be considered further.

ii. The demonstration will be evaluated based on the following criteria:

a) Demonstration of the functional and technical capabilities of the system and how it meets the requirements of the Public Procurement Oversight Authority;
b) Clear understanding of the PPOA workflow process and a demonstration of how the proposed HRMIS will delivers this;
c) User friendliness of the system;
d) Knowledge of the bidders in explaining how the system works; and
e) Reporting capability of the system.

NOTE: THE DEMONTRATION WILL BE SCORED AGAINST THE ABOVE SYSTEM REQUIREMENTS AND SCORED OUT OF 70 MARKS AND CONVERTED TO 30% OF THE FINAL SCORE.

STEP 4: FINANCIAL EVALUATION

The financial proposal will be evaluated against the following criteria:

- Software cost – this includes the evaluation of the modes of licensing, and per user cost of licenses;
- Implementation costs;
- Training costs; and
- Annual Maintenance and support cost for the 1st Year
- Annual Maintenance and support cost for the 2nd and the 3rd Year

THE FINANCIAL SCORES WILL BE CONVERTED TO 20% OF THE FINAL SCORE.

Each of the financial submissions will be divided by the lowest financial quote to determine the financial score of each. This section will carry a total of 20% of the whole evaluation.

COMBINED TECHNICAL AND FINANCIAL SCORES

The following formula shall be used

T.S: (80%) + F.S (20%) = T.T.L (100%)

T.S = Technical Score = (Technical Evaluation + Demonstration Scores) as evaluated against the technical criteria

F.S = Financial Score (computed as below)

FSL / FSC = FS

FSC = Financial submission of the tender under consideration.
FSL = Financial score for the lowest tender.
FS = Computed financial score for each tenderer.

T.T.L = Total Score

The Table below summarizes the Financial costing structure :

No.		Cost/Unit (Cost/No of Users)	Total Cost
	Software cost – This includes development costs, modes of licensing and per user cost of licenses for all modules.		
	a. HR modules		
	b. Payroll module		
1.	c. Data base		
2	Reporting		
3.	Implementing costs		
4.	Training costs		
5.	Annual maintenance and support costs for the 1st Year after commissioning		
6.	Annual Maintenance and support cost for the 2nd and the 3rd Year after commissioning		
7.	Remuneration Costs (for Staffs within the Firm)		
8.	Any other Costs other than post implementation costs		
	Total Costs		

NOTES:

i. The Totals will be used to arrive at the winning bidder

ii. Even if used for Tender Price Submission, payment for **Annual Maintenance and support** for the second year and thereafter will be annual

iii. Please note that annual maintenance and support will commence 6 months after go live.

THE TABLE BELOW SUMMARIZES THE OVERALL EVALUATION PROCESS AND THE PROPOSED WEIGHTING OF EACH STAGE.

Area	Sub-area	Rating / Scores
Preliminary evaluation	Compliance evaluation	Elimination
Technical Evaluation (100%)	Proposed systems evaluation - 50%	80%
	Demonstration of the functional and technical capabilities of the system -30%	
Financial (100%)	Financial proposal	20%
Total		**100**

2.9.2 The assignment is expected to commence immediately on signing the contract.

2.10 Award Criteria: NEGOTIATIONS MAY BE HELD WITH THE TENDERER WITH THE HIGHEST COMBINED TECHNICAL AND FINANCIAL SCORES, AND UPON SUCCESSFUL NEGOTIATIONS WILL BE AWARDED THE CONTRACT. IF NEGOTIATIONS FAIL WITH THE TENDERER WITH THE HIGHEST COMBINED TECHNICAL AND FINANCIAL SCORES, THE BIDDER WITH THE SECOND HIGHEST WILL BE INVITED BY THE AUTHORITY FOR NEGOTIATIONS, AND UPON SUCCESSFUL NEGOTIATIONS, BE AWARDED THE TENDER.

POST QUALIFICATION/ CONFIRMATION OF QUALIFICATIONS

PPOA reserves the right to undertake due diligence on the successful bidder prior to the award of the Tender; and even after the award of the Tender to ascertain the correctness of the information provided.

SECTION III - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.

3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.

3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

3.4 Consultants should not apply to Review/Audit Procuring Entities which they have had previous dealings in the last 2 years, which may be seen as conflict of interest. If conflict of interest is discovered termination of contract will suffice.

SECTION III - TECHNICAL PROPOSAL

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1. TECHNICAL PROPOSAL SUBMISSION FORM

[_______________ *Date*]

To:______________________[*Name and address of Client)*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for __________________ _______________________________[*Title of services*] in accordance with your Request for Proposal dated ______________________[*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal].

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

We remain,

Yours sincerely,

_______________________________*[Authorized Signature]:*

________________________________*[Name and Title of Signatory]:*

_________________________________*[Name of Firm]:*

_________________________________*[Address:]:*

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last THREE Years
That Best Illustrate Qualifications

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

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

Firm's Name: ___________________________________

Name and title of signatory; ________________________

(May be amended as necessary)

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

On the Terms of Reference:

1.

2.

3.

4.

5.

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

1.

2.

3.

4.

5.

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

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

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

Proposed Position: ____

Name of Firm: ____

Name of Staff: ____

Profession: ____

Date of Birth: ____

Years with Firm: ___________________________ Nationality: _____________________

Membership in Professional Societies: ____

Detailed Tasks Assigned: ____

Key Qualifications:

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

Education:

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

Employment Record:

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

Certification:

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

____ Date: _______________

[*Original signature of staff member*]

____ *Date;* _____________

[*Original signature of authorised representative of the firm*]

Full name of staff member: ____

Full name of authorized representative: _______________________________________

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

WEEKS (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of WEEKS

Reports Due: _________

Activities Duration: _________

Signature: ________________________
(Authorized representative)

Full Name: ________________________

Title: ______________________________

Address: ___________________________

8. Completion of Work Program

Phase/ Stages	Tasks	**Date**
Phase 1: Analysis:	a. Project Planning b. Conduct Solutions Overview c. Gather Business Requirements d. Conduct Fit Gap Analysis	
Phase 2: Design, Develop and Implement	a. Conduct and implement the modules b. Conduct pilot on modules workability	
Phase 3: Integration	a. Finalize Configuration and set up b. Finalize on customization and Integration	
Phase 4: Deployment and Implementation	a. Conduct User Training b. Go live	
Phase 5: Support	a. Support and Maintenance	

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken done to be clearly understood by the procuring entity.

4.2 The financial proposal shall be IN KENYA SHILLINGS allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.

4.3 The financial proposal should be prepared using the Standard forms provided in this part

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

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1. FORM OF TENDER

Date____________________________
Tender No.______________________

To……………………..

…………………………..

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. *[insert numbers,* the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. *[description of services]* in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.

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

4. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _________________ day of_________________ 20
[signature] *[In the capacity of]*
Duly authorized to sign tender for and on behalf of___________

2. SUMMARY OF COSTS

Costs	Currency (Kshs)	Amount(s) (Kshs.)
Subtotal Taxes Total Amount of Financial Proposal		

3. PRICE SCHEDULE/ SUMMARY OF IMPLEMENTATION COSTS

Indicate the overall cost of the entire Human Resource software and also a breakdown of costs for each module.

No.		Cost/Unit (Cost/No of Users) VAT Inclusive	Total Cost - VAT Inclusive
1.	Software cost – This includes development costs, modes of licensing and per user cost of licenses for all modules.		
	a. HR modules		
	b. Payroll module		
	c. Data base		
2	Reporting		
3.	Implementing costs		
4.	Training costs		
5.	Annual maintenance and support costs for the 1st Year after commissioning		
6.	Annual Maintenance and support cost for the 2nd and the 3rd Year after commissioning		
7.	Remuneration Costs (for Staffs within the Firm)		
8.	Any other Costs other than post implementation costs		
	Total Costs		

SECTION V -SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

I.BACKGROUND

1.1 Mandate

The Public Procurement Oversight Authority (PPOA) is an independent regulatory body (State Corporation) owned established under the Public Procurement and Disposal Act, 2005 which came into operation on 1st January 2007 on the operationalization/ gazettement of the Public Procurement and Disposal Regulations, 2006.

The purpose of the Public Procurement and Disposal Act, 2005 is to establish procedures for procurement, and disposal of unserviceable, obsolete or surplus store and equipment by public entities in order to achieve the following objectives:

i. Maximize economy and efficiency;
ii. Promote competition and ensure that competitors are treated fairly;
iii. Promote the integrity and fairness of those procedures;
iv. Increase transparency and accountability in those procedures;
v. Increase public confidence in those procedures and
vi. Facilitate the promotion of local industry and economic development.

Arising from the above, the mandate of PPOA is to ensure that procurement and disposal procedures and regulations are complied with as established under the Public Procurement and Disposal Act, 2005 and Regulations, 2006, and other attendant Regulations.

1.2 Vision

To be the leading public procurement and disposal regulator globally.

1.3 Mission

To enhance national socio-economic development by facilitating and ensuring the implementation of an effective and efficient public procurement and disposal system

2.0. THE NEED AND JUSTIFICATION FOR THE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM

The Public Procurement Oversight Authority has a staff establishment of 72 employees and a current in post of 57 employees; and has a possibility of expanding into different Counties in order to take its services closer to the Kenyan Citizens. PPOA is in the process of sourcing for a contractor to partner with in a Human Resources Management Information System. A key objective by PPOA is to retain a competent workforce and improve their welfare. In this regard, PPOA takes into consideration the need its Human Resources function is implemented and managed, thus the need for the consultancy.

3.0 SCOPE OF THE REQUIRED SERVICES:

i. Supply, installation and configuration of an Human Resource Management Information System (HRMIS)

ii. Supply, installation and configuration of a scalable Relational Database Management System that is capable of handling large volumes of data and compatible with MS Windows Server 2008
iii. Data Conversion and migration from MS Dynamic NAV 2009 to the proposed system
iv. Training of both the technical and operational staff

4.0 THE REQUIRED MODULES

The modules will either be implemented in full at once or on a phased basis/ delivered in parts. The modules must cover the following areas.

- Employee Information
    - ✓ Employee information that can be well understood and be utilized by all other modules
    - ✓ Employee life cycle
- Personnel basic information
    - ✓ Personal information
    - ✓ Employee qualification.
    - ✓ Joining /contractual details
- The entire organization and its structure.
    - ✓ Employee names, address telephone and email address, opening dates etc
    - ✓ Establishment units and reporting structures
    - ✓ Organization hierarchy
    - ✓ Job groups and their rankings
    - ✓ Salary grades
    - ✓ Posts and their relation to the salary grades, job groups and the number required in the organization and establishment unit, notice period etc.
- Recruitment
    - ✓ Automate the entire recruitment process.
    - ✓ Create interview panels
    - ✓ Selects recruitment stages
    - ✓ Schedule interviews
    - ✓ Records comments during interviews
    - ✓ Define requirements for vacant posts
    - ✓ Define application phases
    - ✓ Define vacancy and job openings that is details of the advertisement, the number of vacancies, and the office where post is to be filled.
    - ✓ Progress applicants from one stage to another
    - ✓ Handle Online application, and selection
    - ✓ Provide for applicant Database

- Promotion, Deployment and Re-deployment
    - ✓ Manpower planning taking into account movements such as transfers, promotions, disengagements
- Salary management.
    - ✓ Define increment dates either general or specific.

- Capability to temporarily stop individual increments
- Cost projection and analysis.
- Work scheduling and planning including outstation benefits and reimbursements

- Employee exit management.
    - Details include resignation effect date, date of resignation submission, last working date, reason for resigning, exit interview details etc.
    - Tracking of death information
- Grievance handling
    - Full cycle of employee grievance handling
- Discipline
    - Define service conditions, types of disciplinary action and stages involved and the salary payable during disciplinary periods.
    - Disciplinary action processing and progress tracking
- Performance appraisal
    - Define skill types, appraisal elements, self appraisal template and appraisal schedules (these can apply to all employees or specified categories or job groups.
    - Employee's appraisal review details and recommendations facility.
    - Filter of employees for appraisals – will depend on the parameter setting.
- Training and development
    - Define training need analysis including expected performance, actual performance, performance gap, skills required, recommended course, management decision etc
    - Define training courses i.e. those conducted in house and external.
    - Assist in Monitoring training budget including approved budget, actual expenses etc
    - Training schedule
    - Course evaluations and further training recommendations.
- Leave management
    - Define different types of leave.
    - Define leave status
    - Define leave roster
    - Defines holiday schedules
    - Leave requests
    - Leave encashment
    - Have ability to carry leave forward to following year
    - Leave and absence tracking
    - Updates on leave status
    - Cancellation of leave request and part availed
    - Highlight attendance patterns
    - Provide for annual leave benefits such as leave traveling allowance
    - Provide self service feature which streamlines the leave application process and eliminates paper work.

- Medical scheme benefits administration.
    - ✓ Employee medical account number, Insurance Company details.
    - ✓ Dependants
    - ✓ Medical utilization status
    - ✓ Company medical claims to the insurance.

- Workmen Compensation And Group personal accident cover.
    - ✓ Standard Reporting and Ad Hoc queries
- Security and audit
    - ✓ Keep an audit log of all changes.
    - ✓ Multiple access responsibilities according to tasks the users perform
    - ✓ Automatically generate permanent staff/payroll numbers.
- Time and attendance
    - ✓ Parametized attendance profile
    - ✓ Capture attendance using biometric finger scan.
    - ✓ Short time –off management
    - ✓ Must integrate with payroll
- Pension and Provident fund/ gratuity
    - ✓ Contributor Record history
    - ✓ Pension/provident contribution management
    - ✓ Accumulated interest management
    - ✓ Membership Withdraw.
    - ✓ Pension/provident payment to members on leaving,
    - ✓ Capture details of staff who are entitled for gratuity.
- Work scheduling and planning
    - ✓ Work assigned to employee and performance tracking of employee's assignments.
    - ✓ Any skill gaps observed and the training needed and recommended.
    - ✓ Work assignments involving travel (outstation): can be within the city/country or overseas. Details include the types of outstations, outstation benefits in relation to the type and nature of work, outstation benefits entitled to employees (this can be classified as per job groups), outstation benefit claims made by employees and their subsequent reimbursement.

- Payroll
    - ✓ Payments and Deductions
        - ❖ Unlimited deduction and earnings type definitions
        - ❖ Ability to keep a full history of employee payments and rules
        - ❖ Maintenance of cumulative balances for desired elements
        - ❖ Possible suspension of elements from payment/deduction between certain (user definable) periods.
        - ❖ Ability to prorate individual payments/deductions for employees who join and leave employment between processing dates (user definable). Full control of printing ordering
    - ✓ Payroll Processing

- ❖ Three payroll processing modes: Full Payroll Run, Single Employee Processing and Group Payroll Processing.
- ❖ Payroll rollback feature allowing payroll re-processing for any number of times
- ❖ Instant payroll processing, including status information reports any problems in running the payroll.

✓ Voluntary Deduction Processing
- ❖ Third party payments e.g. Insurance premiums, Hire Purchase check off systems

✓ Arrears Processing (Integrated with Normal Payroll Reporting)
- ❖ Definition of arrears processing elements
- ❖ Processing of arrears payments and deductions based on the accrual periods
- ❖ Generation salary arrears
- ❖ Input Contribution and paid elements information for reprocessing salary arrears
- ❖ Computation of arrears PAYE based on accrual periods

✓ Payment Methods
- ❖ Define own payment types
- ❖ Use Bank Transfer, Check or Cash payment methods
- ❖ Fund payments from a source account

✓ Tax Calculation
- ❖ Flexible user definable PAYE rates tables.
- ❖ Ability to carry forward un-used Monthly Personal Relief (MPR), and Insurance Relief
- ❖ Annualization of PAYE at the end of the Tax Period year.
- ❖ Tax reports are all KRA approved formats for P9's and P10's.
- ❖ Allow for NSSF Calculations as per the new legislation
- ❖ Allow for NHIF Calculations
- ❖ Allow for KRA iTAx compliant submissions

✓ Dates
- ❖ Control payroll related data using WEF and WET dates without deleting the information from the system.

✓ Terminal Benefits
- ❖ Define Terminal Benefits processing elements
- ❖ Terminate and process terminal benefits separately from normal payroll, ability to terminate and settle dues any time regardless of payroll processing period.
- ❖ Terminal Benefits processing reports Integrated with normal payroll reporting

✓ Loans Utilities Module
- ❖ Flexible definition of company and prescribed interest rates for loans.
- ❖ Support various interest charging methods.
- ❖ Full loan management capability through the Loans Scheduling option.

- ❖ Full and partial loan settlements capability through the Loans Settlement options
- ❖ Ability to delete and regenerate loan repayment schedules prior to any deductions.
- ❖ Option to apply grace period interest on loans (user definable).
- ❖ Various reports on loan balances, repayment status etc
- ❖ Defining Loans - Captures of details of individuals' loans.
- ❖ Processing Loans – Once defined, loans need to be processed to enable the user view the loans schedules before actually generation of the same.
- ❖ Approving Loans - Once processed, loans need to be approved before the actual loan amount can be paid out to the borrower.
- ❖ Sanctioning Loans – Once approved, the loan is sanctioned and the borrower is paid.
- ❖ Generating Loans Schedule
- ❖ Closing Loans – Possible if the loan has been paid off or cancelled.
- ❖ Individual Receipts – allows capturing of receipt from individual loanees.
- ❖ Collective Loan Repayments Receipts Capture (Agent Repayment)
- ❖ Allocation Of Collective Loan Repayments Against Loan Accounts
- ❖ Company Gross Loans Payments
- ❖ Company Loans Payments Apportionment Distribution
- ❖ Repayment Delay, Surcharge Computation
- ❖ Generation on Service Charge On Common Land Area To Paid off Loans
- ❖ Re-Scheduling Loans
- ❖ Other charges (Legal Fees) Added to Loan Account For Repayment
- ❖ Report on Customer Statement Of Account
- ❖ Summarized Statement Of Account For Auditing
- ❖ Periodic Statement of Account
- ❖ Allow for Fringe Benefit Tax Calculation on Loans (PAYE Guide 2009)

✓ Core Utilities Module
- ❖ Maintain a single, central employee information warehouse.
- ❖ Single point data entry for details such as employee transfers, salary increments, promotions/demotions, termination, re-instatement, extension and contract renewal.
- ❖ Backdated salary increments/decrements automatically recognized by the salary arrears processing module.
- ❖ Centralize data or distribute it across many locations.
- ❖ Allow access across LAN or WAN

✓ Direct Bank Transfers
- ❖ Support Electronic Funds Transfer using the Standard File Interface (SFI) format.

✓ Reporting and Queries
- ❖ Use standard reports and inquiries to view and analyze payroll data.
- ❖ Define own reports and answer ad hoc inquiries using an appropriate reporting tool.

- ❖ Reports be produced for past periods with ease with no restoration of data requirement.

Security Administration

- ❖ Ensure appropriate access to employees/applicants information.
- ❖ Define menu structures and customized forms to determine the functional responsibility of each user.
- ❖ Assign multiple access responsibilities according to the tasks users perform by defining and attaching privileges to roles.
- ❖ User to be able to change their own password from the module itself

- ✓ Provide Sample Pay slip Report

RELATIONAL DATABASE SPECIFICATIONS

Security Products

- Built upon a multi-layer architecture, protecting data as it travels from the browser to application server
- Database encrypts sensitive data within the database
- Restricts user access at the row-level, providing a single point of entry to all authorized applications and quickly detects data misuse
- Implements industry standard encryption and integrity algorithms, protecting user data exchanged across the network and database.
- Ability to control access based on data sensitivity labels such as private, confidential or top secret

Data base Management Products

- Must provide system management tools for all components of the IT stack.

Diagnostics Pack

- Must have a Diagnostics Pack to ensure high availability of Mission-critical business systems

Tuning Pack

- Must have a Tuning Pack that support-automated identification and tuning of the database environment.

High Availability Products

- Database must protect data from all forms of failure: system failure, storage failure, site failure and human error and ensures continuous operations
- Must support Real Application Clusters providing unlimited scalability.
- Must have migration tools from all popular legacy data sources, such as Dbase, DB2, Informix, Sybase and MS Excel and Access.

GENERAL/COMMON FEATURES SPECIFICATIONS

Software Licenses

Users per Module:

	Module	No. users
1.	ALL HR Modules	6
3.	No. of employees to use the system (capability to increase to 200 users)	70

SYSTEM MANAGEMENT

Passwords/System Security

1. System management and control through a restricted system administration level.
2. The facility to control user access at the following levels/functions:
   - User id/ password Systems Administration and Control
   - Application
   - Screen
   - Field
   - Read/write/execute functions
   - Department

SYSTEM INTERFACE

The Systems user access must be web enabled.

Integration with Office Automation Software

The system should support:

- Integration with email systems such Exchange, Lotus Notes (to send a message or an alert).
- Output to multiple file formats (e.g. Excel, Word, Access, html, PDF, etc.).
- Options for different versions within the format.

On-line Help

The system should support the ability to invoke field level help or prompts to guide users on next steps in the process.

- e.g. instructions on completing or grant application.
- The system should support the prompting and/or enforcement of entry of missing data
- The online help can be customized and an Index is available for both standard and additional contents

Audit Trails

The system should provide a comprehensive audit trail capability including

- Audit trails for all transactions which alter data anywhere in the application (add, update, delete)
- Date stamps, login user ID, context of transaction, fields affected and before and after data values

- Options to edit audit trail content (e.g. add fields)
- Archiving of old audit trail logs
- Reporting of logon problems and attempted security violations, by date, time, terminal and user-id (where applicable).
- Hard copy management/audit reports detailing

Report Generator/ Writer
The Bidder will be required to configure standard reports as per the Authority requirement and also provide a report generator for adhoc reports.
A versatile report writer with multi data access capabilities. The report Generator should be capable of linking to ODBC, JDBD, OLAP, XML, HTML and a host of other data formats.
The Report writer must enable the user to define unique output requirements in-house and at short notice. The writer must enable the user to define, store and reproduce reports of their own choice, without the need for further programming by the suppliers. The report writer should support multiple selection criteria on all the database fields and allow output in any number of indexes or orders. All queries must be output to screen, printer or file.

Annual Charges
Any charges such as annual maintenance, annual license fee and software support cost should be clearly stated. The privileges that will be experienced by subscribing to such annual charges should be clearly stated. E.g. Product upgrade at no other cost.

Hardware Requirement
The authority will provide the necessary server and OS (Ms Windows 2008) required for the installation.

Estimated Implementation Schedule
The project implementation duration is Three (3) month and bidders are required to provide a detailed implementation schedule detailing the number of your staff required for timely project delivery, the number of PPOA staff required to facilitating timely project delivery, and services and material that are critical for the successful project implementation. Highlight the critical milestones that are expected during project implementation with the approach to be taken for a successful timely project implementation.

The bidder shall provide brochures and other materials detailing functionalities of the software modules, indicating the currently functional ones, on-going modifications, future modifications or those not intended to be included. All Modules must be web-enabled.

PROPOSED IMPLEMENTATION METHODOLOGY

Phase/ Stages	Tasks
Phase 1: Analysis:	e. Project Planning f. Conduct Solutions Overview g. Gather Business Requirements h. Conduct Fit Gap Analysis
Phase 2: Design, Develop and Implement	c. Conduct and implement the modules d. Conduct pilot on modules workability
Phase 3: Integration	c. Finalize Configuration and set up d. Finalize on customization and Integration
Phase 4: Deployment and Implementation	c. Conduct User Training d. Go live
Phase 5: Support	b. Support and Maintenance

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE CLIENT

vii. PPOA will endeavor to provide as much information and documentation required and sufficient for the contractor PPOA will provide a work station on need basis

viii. PPOA will provide Copies of existing relevant reports and documents.

ix. PPOA will nominate a liaison officer who will maintain regular contact with the consultants on matters regarding this consultancy

x. PPOA will provide appropriate administrative support to the team

xi. PPOA will provide Gate passes as necessary

xii. PPOA will provide will pay for the training venue and pay for food and snacks where necessary

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The firm must provide equipment, supplies and staffs at all the required times, and on call basis after project implementation to ensure that the system is up and running and that any problems with the system are addressed.

7.0 TERMS OF PAYMENT

The successful bidder will be paid as follows:

i. The Consultant will be paid 20% of the Consultancy fee on the commencement date against the submission of a Bank guarantee of the same amount.

ii. 70% of the lump-sum will be paid against submission of acceptable draft reports on work done and implementation of working/ acceptable modules

iii. 10% - 3 months after full implementation and satisfaction with the modules.

SECTION VI - STANDARD FORM OF CONTRACT

SAMPLE CONTRACT FOR CONSULTING SERVICES
SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS

CONTRACT

This Agreement, [hereinafter called "the Contract") is entered into this _____________ *[Insert starting date of assignment]*, by and between ____ *[Insert Client's name] of [*or whose registered office is situated at____ *[insert Client's address]* (hereinafter called "the Client") of the one part AND ____ *[Insert Consultant's name]* of [or whose registered office is situated at] _____________________________________ *[insert Consultant's address]*(hereinafter called "the Consultant") of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as "the Services", and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

(i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract.

(ii) The Consultant shall provide the personnel listed in Appendix B, "Consultant's Personnel," to perform the Services.

(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, "Consultant's Reporting Obligations."

2. Term

The Consultant shall perform the Services during the period commencing on_____________ *[Insert starting date]* and continuing through to_____________ *[Insert completion date]*, or any other period(s) as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed _____________ *[Insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs______________________ upon the Client's receipt of a copy of this Contract signed by the Consultant;

Kshs______________________ upon the Client's receipt of the draft report, acceptable to the Client; and

Kshs______________________ upon the Client's receipt of the final report, acceptable to the Client.

Kshs______________________ Total

C. Payment Conditions

Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty [30] days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 herebelow.

4. Project Administration

A. Coordinator.

The Client designates __________________*[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for payment.

B. Reports.

The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
6. Confidentiality	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
7. Ownership of Material	Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
8. Consultant Not to be Engaged in certain Activities	The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
9. Insurance	The Consultant will be responsible for taking out any appropriate insurance coverage.
10. Assignment	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
11. Law Governing Contract and Language	The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English Language.
12. Dispute Resolution	Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT	FOR THE CONSULTANT
Full name; ______________________	Full name;______________________
Title: __________________________	Title: _________________________
Signature;_______________________	Signature;_____________________
Date;_______________	Date;________________

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity
____
____

To:____________________
____
____
____

RE: Tender No.______________________

Tender Name____________________

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

1. Please acknowledge receipt of this letter of notification signifying your acceptance.

2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

   *(FULL PARTICULARS)*____
   ____

SIGNED FOR ACCOUNTING OFFICER

I. CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name ....

Location of Business Premises ....

Plot No, ... Street/Road ....

Postal address .... ……..……Tel No. .... ………………………………

Fax …………………………………… Email ....

Nature of Business ....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs. ....

Name of your bankers ....

....

Branch ....

Part 2 (a) – Sole Proprietor

Your name in full……………………….Age………………………………………….

Nationality……………………………Country of Origin……………………………..

Citizenship details

……………………………………………………..

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1. …………			
2. …………			
3. …………			
4. …………			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1. …………			
2. …………			
3. …………			
4. …………			

Date……………………………………….Signature of Candidate………………………..

FORMAT OF TENDER SECURITY INSTRUMENT

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")

KNOW ALL PEOPLE by these presents that WE ………………………………………………………. ……….. [Name of Insurance Company] having our registered office at ……………………………………………… (hereinafter called "the Guarantor"), are bound unto PUBLIC PROCUREMENT OVERSIGHT AUTHORITY (hereinafter called "the Procuring Entity") in the sum of KSHS. ………. for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Guarantor this _____day of ________________ 20 __.

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers, Or

2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:

   (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
   (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

We undertake to pay to the Procuring Entity up to the above amount upon receipt of its first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Guarantor not later than the said date.

[Date] *[Signature of the Guarantor]*

[Witness] *[Seal]*

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO…………….OF………….20………

BETWEEN
…………………………………………….APPLICANT
AND

…………………………………RESPONDENT *(Procuring Entity*)

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

REQUEST FOR REVIEW

I/We……………………………,the above named Applicant(s), of address: Physical address…………….Fax No……Tel. No……..Email ……………, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-
1.
2.
etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -
1.
2.
etc

SIGNED ……………….(Applicant)
Dated on…………….day of ……………/…20…

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary