



TURKANA UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

Contact: P.O. Box 69, 30500,
LODWAR, Cell-phone: 0789399781
Email: info@tuc.ac.ke
Website: www.tuc.ac.ke

SUPPLY, DELIVERY, ASSEMBLY, INSTALLATION AND COMMISSIONING OF AN ENTERPRISE RESOURCE MANAGEMENT INFORMATION SYSTEM (ERP)

TENDER NO. TUC/ICT/004/2017-18

CLOSING DATE: 16th APRIL, 2018

TIME: 10:00 am

SPECIAL NOTES

1. The tender is for 2017 – 2018 financial year
2. These notes shall form part of the specification and conditions.
3. The tenderer is required to check the number of pages in the documents and should he find any missing, or duplicate or indistinct, he should inform the Procurement Officer, Turkana University College immediately on tel: 0789399781 or in writing to; Turkana University College, P. O. Box 69-30500, Lodwar
4. Should the tenderer be in any doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform the Procurement Officer in order that the correct meaning may be decided before the date of submission?
5. No liability will be admitted nor claim allowed in respect of errors in the tender due to mistakes in the specifications which should have been rectified in the manner described.
6. Bidders to provide bid bond of at least 2% of the tender sum (mandatory).
7. Firms that express interest must send an email to: info@tuc.ac.ke. This will help us communicate any changes that may arise.

FORM OF TENDER

Date

Tender No......

TO: Principal
Turkana University College
P.O Box 69 - 30500
LODWAR

Gentlemen and/or Ladies

1. Having examined the tender documents including Addenda No. we the undersigned, offer to Supply, Deliver, Assemble, Install and commission an Enterprise Resource Management Information System in conformity with the tender documents at a total annual sum of

(Total tender amount in words and figures. Quotation to include all charges and taxes)

Or such other sum as may be ascertained with the schedule of prices attached herewith and made part of this Tender.

- 2. We undertake, if our Tender is accepted, to supply, deliver, assemble, install and commission Enterprise Resource Management Information System in accordance with the delivery schedule specified in the schedule of requirements.
- 3. We agree to abide by this Tender for a period of 90 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.
- 5. We understand that you are not bound to accept the lowest or any tender you may receive

Dated this _____ day of _____ 20 _____

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of _____

TENDER SECURITY FORM

Whereas (Name of the tenderer)

(Hereinafter called "the tenderer") has submitted its tender dated

(Date of submission of tender for the supply, delivery, assembly, installation and commissioning of Enterprise Resource Management Information system (herein called "the Tender")

.....

KNOW ALL PEOPLE by these presents that WE

Of having our registered office at

..... (Hereinafter called "the Bank" are bound unto)

Turkana University College

This day of 20

THE CONDITIONS of this obligation are:

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

We undertake to pay to the procuring entity up to the above receipt upon receipt of its first written demand, without the procuring entity having to substantiate its demands, 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 conditions, specifying the occurrence conditions or conditions.

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

(Signature of the Bank) _____ Date _____

Seal _____

Witness Name _____

Signature _____ Date _____

CONTRACT FORM

THIS AGREEMENT made on the _____ day of _____ 20 _____

Between

Turkana University College

P.O Box 69 -30500

Lodwar

(hereinafter called “procuring entity”) on one part and

_____ (name of tenderer) of

_____ (*City and country of tenderer*)

(*Hereinafter called “the tenderer”*) of the other part.

6. WHEREAS the university invited tenders for supply, delivery, assembly, installation and commissioning of library security system to the University and has accepted a tender by the tenderer for the above in the sum of

(Contract price in words and figures) hereinafter called “the contract price”

NOW THIS AGREEMENT WITNESS AS FOLLOWS

1. In this agreement words and expression shall have the same meanings as are respective assigned to them in the conditions of contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement,
 - (a) The Tender form and price Scheduled submitted by the tenderer
 - (b) The Schedule of Requirements
 - (c) The Technical Specification
 - (d) The General Conditions of Contract
 - (e) The Special Conditions of Contract, and
 - (f) The University’s Notification of Award
3. In consideration of the payments to be made by the University to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the University to provide the service and to remedy defects therein in conformity in all respects with the provisions of the contracts.
4. The University hereby covenants to pay the tenderer in consideration of the provision of the services and remedying of defects therein, the Contract price or such other sum as may become payable under the provision of the contracts at the time and in the manner prescribed by the contract.

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

Signed sealed, delivered by _____ the _____ (for the university)

Signed sealed, delivered by _____ the _____ (for the tenderer)

In the presence of _____

FIRM'S AUTHORIZATION

TO: Turkana University College

WHEREAS _____
(Name of the firm)

who are established and reputable firm of _____
(Name and/or description of the service)

do hereby authorize _____
(Name and address of Agent)

To submit a tender, and subsequently negotiate and sign the Contract with you against tender No.

(Reference of the Tender)

for the above services.

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

(Signature for and of behalf of the firm)

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

GENERAL INFORMATION

Introduction

1. Eligible Tenderers

This invitation for Tenders is open to all tenderers eligible as described in the tender documents. Successful tenderers shall complete the Supply, Delivery, Assemble, Installation and Commissioning of an Enterprise Resource Management Information System by the intended completion date specified in the tender documents.

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

Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2. Eligible Services

All services to be supplied under the contract shall have their origin in eligible source countries.

For purposes of this clause, “origin” means the place where the services are mined, grown, or produced. Services are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

The origin of services is distinct from the nationality of the tenderer.

3. Cost of Tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The Tender Document

4. Contents

The tender document comprises the documents listed below and addenda issues in accordance with clause 6 of these instructions to tenders.

- i. Invitation for Tenders
- ii. General information
- iii. General Conditions of Contract
- iv. Special Conditions of Contract
- v. Schedule of Requirements
- vi. Technical Specification
- vii. Tender Form and Price Schedules
- viii. Tender Security Form
- ix. Contract Form

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every aspect will be at the tenderers risk and may result in the rejection of its tender. No other information not attached or indicated herein this document shall be used even if known to any member of the university's evaluation or tender committee. Therefore evaluation shall be based on the information provided in the submitted document

5. Clarification of Documents.

A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by cable (hereinafter, the term cable is deemed to include telex and facsimile) at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderer that have received the tender document.

6. Amendment of Documents

At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

All prospective candidates that have received the tender documents will be notified of the amendment in writing or by cable, and will be binding on them.

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

Preparation of Tenders

7. Language of Tender

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

8. Documents Comprising the Tender

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

- a) Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- b) Documentary evidence established in accordance with paragraph 12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- c) Documentary evidence established in accordance with paragraph 13 that the services and ancillary services to be supplied by the tenderer are eligible services and services and conform to the tender documents.

9. Tender Form

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

10. Tender Prices

The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the services it proposes to supply under the contract.

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

- i. The price of the services quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
- ii. Charges for inland transportation, security, and other local costs incidental to delivery of the services to their final destination; and

Prices quoted by the tenderer shall be fixed during the Tenderers performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 22.

11. Tender Currencies

Prices shall be quoted in the following currencies:

- a) For services that the tenderer will supply from within Kenya the prices shall be quoted in Kenyan shillings; and
- b) For services that the tenderer will supply from outside Kenya, the prices shall be quoted in Kenya shillings.

12. Tenderers Eligibility and Qualifications

Pursuant to paragraph 1 of section III, the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 1 of section III.

The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction.

- a) That, in the case of a tenderer offering to supply services under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the services' Manufacturer or producer to supply the services; (**attach evidence of authorization**)
- b) That the tenderer has the financial, technical, and production capability necessary to perform the contract;
- c) That, in the case of a tender not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specification;
- d) That, the tenderer shall declare to be willing to do business with Turkana University College and shall allow credit facilities and acceptable trade terms

13. Services Eligibility and Conformity to Tender Document

Pursuant paragraph 2 of this section, the tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all services which the tenderer proposes to supply under the contract.

The documentary evidence of the eligibility of the services shall consist of a statement in the Price Schedule of the country of origin of the services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

The documentary evidence of conformity of the services to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- a) A detailed description of the essential technical and performance characteristics of the services;
- b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the services for a period of two (2) years, following commencement of the use of the services by the Procuring entity; and

- c) A clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the services and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specification.

For purposes of the commentary to be furnished pursuant to paragraph 13.3 (c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

14. Tender Security

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

The tender security is required to protect the Procuring entity against risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 14.7.

The tender security shall be denominated in Kenyan Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank or insurance firm located in Kenya or abroad, in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

Any tender not secured in accordance with paragraph 14.1 and 14.3 will be rejected by the Procuring entity as non responsive, pursuant to paragraph 22.

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

The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 30, and furnishing the performance security, pursuant to paragraph 31.

The tender security may be forfeited:

- a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- b) In the case of a successful tenderer, if the tenderer fails:
 - i. To sign the contract in accordance with paragraph 30

Or

 - ii. To furnish performance security in accordance with paragraph 31.

15. Validity of Tenders

Tenders shall remain valid for 90 days or as specified in the tender documents after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

16. Format and Signing of Tender

The tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER", as appropriate. In the event of any discrepancy between them, the original shall govern. Failure to submit two copies as said, the tender shall be rejected by the Procuring entity as non-responsive hence not being subjected to evaluation.

The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initiated by the person or persons signing the tender.

The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initiated by the person or persons signing the tender.

SUBMISSION OF TENDERS

17. Sealing and Marking of Tenders

The tenderer shall seal the ORIGINAL and each COPY of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY”. The envelopes shall then BE SEALED IN AN OUTER envelope.

The inner and outer envelopes shall:

- a) Be addressed to the Procuring entity at the following address:

**Principal
Turkana University College
P.O BOX 69 -30500
LODWAR**

- b) Bear,(the category name) the Invitation for tenders, and the words: “DO NOT OPEN BEFORE,”

..... (Date) at (Time)

The INNER ENVELOPES shall also INDICATE THE NAME AND ADDRESS of the Tenderer to enable the tender to be returned unopened in case it is declared “LATE”.

If the outer envelope is not sealed and marked as required by paragraph 17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

18. Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 17.

- (a) Not later than **10.00 am Monday 16th April, 2018.**

Late applications shall not be accepted whatsoever and all applications must be dropped in THE TENDER BOX OUTSIDE THE PRINCIPAL’S OFFICE in the main campus in Lodwar as said in the advertisement and not any other place, office or campus

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

19. Modification and Withdrawal of Tenders

The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 17. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

No tender may be withdrawn in the interval between the deadlines for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 14.7.

20. Opening of Tenders

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **10 am. Monday 16th April 2018**. The tenderers' representatives who are present shall sign a register evidencing their attendance.

As each tender is opened, the following shall be read out loud and recorded in a document to be called the tender opening register-

- a) The name of the person submitting the tender;
- b) The total price (tender sum) of the tender including any modifications or withdrawals or discounts made before the deadline for submitting tenders except as may be prescribed
- c) The presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, what will be announced at the opening.

The Procuring entity will prepare minutes of the tender opening.

21. Clarification of Tenders

To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

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

22. Preliminary Examination

The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the

correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of tender itself without recourse to extrinsic evidence.

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

23. Evaluation and Comparison of Tenders

The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 22.

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

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

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

The Procuring entity's evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors in the manner and to the extent indicated in paragraph 23.5 and in the technical specifications:

- a) Delivery schedule offered in the tender;
- b) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- c) The cost of components, mandatory spare parts, and services;
- d) The availability in Kenya of spare parts and after-sales services for the equipment offered in the tender;

Pursuant to paragraph 23 the following evaluation methods will be applied:

a) Delivery Schedule

- i. The Procuring entity requires that the services under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements.

- ii. Tenders offering deliveries longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

b) Deviation in payment schedule

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

c) Spare parts and after sales services facilities

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

24. Contacting the Procuring entity

Subject to paragraph 21, no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

Award of Contract

25. Post – qualification

In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tenders is qualified to perform the contract satisfactorily.

The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 12.3, as well as such other information as the Procuring entity deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

26. Award Criteria

Subject to paragraph 10.23 and 28 the Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender. Provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

27. Procuring entity's Right to Vary quantities

The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

28. Procuring entity's Right to Accept or Reject Any or All Tenders

The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action.

29. Notification of Award

Prior to Tender Award, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 14.

30. Signing of Contract

At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

31. Performance Security

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

Failure of the successful tenderer to comply with the requirement of paragraph 30 or paragraph 31 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated candidate or call for new tenders.

32. Corrupt Fraudulent Practices

The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, the Procuring entity:

- a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (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;

- b) Will reject a proposal for award if its determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in questions;

Will declare a firm ineligible, either indefinitely, or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract

Furthermore, tenderers shall be aware of the provisions stated in the General Conditions of Contract.

SUMMARY OF EVALUATION PROCESS

1. PRELIMINARY EVALUATION UNDER CLAUSE 22 (MANDATORY)

Your tenders shall be examined for the following compulsory Criteria:

- Completeness of filling the document.
- Copy of valid Business Permit.
- Certificate of incorporation/registration.
- TAX Compliance Certificate (PIN, VAT etc.) In the Company`s name.
- Audited Financial Statements for the last two years. (Approved signed and stamped by Registered Audit Firm)
- Complete set of tender document, orderliness of the document, do not rearrange these documents instead attach your supporting documents behind.
- Bid bond (at least 2% of the total sum)
- Bankers approval on the applicants liquidity, suitability and credit limitation (approved, Signed, stamped by the bank.)

NB: ATTACH DOUMENTARY EVIDENCE

2. TECHNICAL EVALUATION

This shall include the following:

	Parameter	Points
1	Proven Experience of the firm in projects of related sector	6
2	Staff qualifications and experience	12
3	Technical Quality of the Proposed ERP Solution	45
	i) Admissions and Examinations (10 Points)	
	ii) Integrated Financial Management (20- Points)	
	iii) Procurement & Inventory (10 Points)	
	iv) Human Resource & Payroll Management (5)	
4	Non- Functional Requirements	30
	i) Warranty Period (5 Point)	
	ii) Implementation Methodology (3 Points)	
	iii) Availability of Source code undertaking (10 Points)	
	iv) Annual Maintenance cost (5 Point)	
	v) Training Plan (7 Points)	
5	Financial Stability (Attach Certified Financial Statement for the last 3 years)	7
	i) Liquidity (4 Points)	
	ii) Profitability (3 Points)	
	Grand Total	100

Tenders will proceed to Financial Evaluation stage only if they comply with Technical Evaluation.
Minimum score **70 points**

3. FINANCIAL EVALUATION OF TECHNICALLY QUALIFIED BIDDER

Financial score shall be computed using the following formula

$$\mathbf{FS= 30XF\text{M}/F}$$

Where: FM is the lowest evaluated priced responsive bid

F is the price of the bid under consideration

The lowest responsive bidder in financial evaluation will be recommended for award.

TENDER QUESTIONNAIRE

Please fill in BLOCK LETTERS

1. Full names of applicant

2. Full address of applicant to which correspondence shall be sent

.....
.....

3. Physical location of the tenderer

Building.....Floor

Street.....

Town.....

4. Telephone number(s) of applicant

5. Fax address of applicant

6. E-mail address of applicant

7. Name of applicant’s representatives to be contacted on matters of the supply during the contract

i **phone number**.....

ii..... **phone number**

iii..... **phone number**

8. Details of applicant’s nominated agent (if any) to receive tender/quotation notices.

This is essential if the applicant does not sell direct to consumers

Address

Telephone

Fax or Email address,

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated here below:

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

PART 1 – GENERAL

- a) Business Name
- b) Location of business premises CountryTown.....
- c) Street/Road.....
- d) Building and floor number.....
- e) Plot Number
- f) Postal Address Telephone No.
- g) Nature of Business.....
Specialization.....
- h) Valid Business Permit No.(attach copy)
- i) Tax compliance certificate No. (PIN, VAT etc.) in applicants name
..... (Attach copy)
- j) Evidence of the company’s technical capacity in terms of trained staff to assemble, install and commission security system evidence)
- k) Name of your Bankers.....
Branch.....
- l) Your trade terms (mode or payment- cash..... or creditcredit period allowed
.....days)
- m) Bankers approval on the applicants liquidity, suitability and credit limitation (approved, signed, stamped by the bank & attached).....
- n) Name and Telephone of business’ contact person
- o) Any other

NATURE OF BUSINESS

PART 2 (A) – SOLE PROPRIETORS

- a) Your name in full Age
- b) Nationality Country of Origin
Citizenship details

PART 2 (B) – PARTNERSHIP

Give details of partners as follows:-

NAME	NATIONALITY	CAPITAL
1.
2.
3.
4.

PART 2 (C) REGISTERED COMPANY

- a) **Private or Public**
- b) State the nominal and issued capital of the company:-
Nominal KShs......
Issued KShs.

c) Details of Directors:

NAME	NATIONALITY	SHARES
1.
2.
3.
4.

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration

PART 3

In the event of this tender being accepted in part or in full within the stipulated days I/We agree to supply against an order signed by an officer of the University authorized to do so, those services accepted in this tender to the quoted delivery points and date and that failure on my/our part to meet these requirements constitute a breach of contract.

Tenderer's Name.....

Tenderer's Signature

Tenderers Designation

Full Address P. O. Box

Tel. No.

Fax No/ Email.....

Date.....

Witnessed By

Address.....

Telephone No.

Signature of Witness.....Date

SPECIFIC INSTRUCTIONS TO TENDERERS

1. Form of Tender attached hereto and all blanks in this Form of tender and in the schedules shall be completed.
2. No alterations shall be made on the Form of Tender.
3. The Tenderer (whether his tender is accepted or not) and all other recipients of the specification and documents (whether they submit a tender or not), shall treat the details of the specification and documents attached hereto as private and confidential.
4. The procuring entity does not bind itself to accept the lowest or any tender and will not be responsible for or pay for expenses or losses which may be incurred by any Tenderer in the preparation of the tender.
5. It will be presumed that the Tenderer will have VISITED THE UNIVERSITY and has taken into consideration any special difficulties and requirements not clearly defined herein but associated with the services to be offered and to have made allowance for such in his tender.
6. The tenderer will be deemed to have been awarded when a formal notice is given to the Tenderer
that the Client has accepted the Tenderer's bid.
7. Failure on the part of the Tenderer to furnish the information requested or to comply with these instructions may be a cause for rejection of the bid.
8. The tender shall remain valid for ninety days (90) from the date of tender opening
9. The rates given for the task shall form part of the contract.
10. The rates inserted thereof shall include the cost of tools, implements and any other equipment necessary for successful performance.

SECTION VII: ERP EXPECTATION

The system should meet the following expectations:-

7.1 INTEGRATED FINANCIAL MANAGEMENT MODULE

The system must be integrated and support both managerial and financial functions. It should support the finance functions that include General Ledger (GL), Students Finance & Accounts Receivable (A/R), Accounts Payable (A/P), Budgetary Control, Cash and Bank Management, Income Generating Activities (IGA), Journal Entries, Bank Reconciliation, Imprest Management, Audit Trail Management among others. This module should be integrated with other modules relating to the operations of the University, for example Admissions, Procurement. The expectations on each of the sub modules are as follows:

7.2 GENERAL LEDGER

All modules must be fully integrated with the general ledger to enhance reliability of data processing. Must provide the ability to generate GL. (Provide traceable evidence)

7.3 STUDENTS FINANCE

Expected features

- a) Ability to integrate all the transactions related to students with GL
- b) Ability to set fees structure.
- c) Ability to integrate with Admissions Department
- d) Ability to generate student invoices to eligible students only.
- e) Ability to generate receipts on every payment and allocate to specific line items e.g. Tuition, Accommodation, Supervision, Activity, Field Attachment etc.
- f) Ability to accommodate University Fees policy.
- g) Ability to generate student fee statement and supports multiple modes of delivery.
- h) Ability to manage HELB, CDF and other funds.
- i) Ability to upload data from bank statement directly into the system and update the student accounts appropriately.
- j) Reversing of erroneous receipts.
- k) Illustrate the ability to reverse a single invoice for a student.

- I) Illustrate ability to integrate to examinations department and controls put in place to ensure that only eligible students get exam cards.

Expected Reports

Ability to generate the following reports:-

- i. Ability to generate daily fee collection report (Global)
- ii. Ability to generate daily fee collection report with the following conditions
 - a) Per bank
 - b) Per personnel
 - c) Per bank and personnel
 - d) Per school/department/ programme/year of study etc.
- iii. Student fees balance summary (Global)
- iv. Students fees balance with the following conditions
 - a) Per student type i.e PSSP/GSSP
 - b) Per Campus
 - c) Per Campus Vs PSSP/GSSP
 - d) Per School Vs Programme
 - e) Per Programme Vs Year of study etc.
- v. Print exam cards for students who meet the minimum fees balance as may be set by the University.
- vi. Student fees collection summary per vote head.
- vii. Students Fees balance summary per vote head.

7.4 FIXED ASSETS

Expected features

This module must maintain records of all fixed assets and compute depreciation costs.

The module

must also allow for posting of asset values, depreciation and disposal. It must have but not limited to the following features.

- a)** Fixed Assets register
- b)** Unique asset identification
- c)** Comprehensive facilities to deal with all aspects of depreciation
- d)** Sale and purchase of assets fully integrated with the rest of the accounting system.
- e)** Fully integrated with general ledger accounts receivable, and accounts payable modules.
- f)** Records person and department responsible for the asset
- g)** Asset classification
- h)** Bar coding.
- i)** Valuation reports

- j)** Asset listings & transactions
- k)** Assets Disposals.
- l)** Warranty expiry date.
- m)** Insurance/Tax rate
- n)** Fully depreciated asset listing
- o)** The system has a provision for transfer of assets.
- p)** Asset coding;
- q)** Depreciation / revaluation;
- r)** Location tracking;
- s)** Service schedules;
- t)** Maintenance details (incidents and costs);
- u)** Disposal records;
- v)** Handling of intangible assets, e.g. computer software.
- w)** Unlimited asset categories
- x)** Generation of custom asset numbers

Expected Reports

The module should have the capability to generate the following reports:-

- a) Fixed Assets Register/report
- b) Fixed Asset history report
- c) Fixed assets Depreciation report
- d) Fixed Assets acquisition and Transfers report.
- e) Valuation reports
- f) Asset listings
- i) Assets Disposals.
- k) Warranty expiry date.

7.5 ACCOUNTS PAYABLE

The system must provide for a full cycle of vendor transactions from the Purchase Requisition Note, (PRN), and Local Purchase Order (LPO) to cheque disbursements. It should on minimum meet the following features.

Expected Features

- a) Ability to integrate fully with Procurement
- b) Ability to capture supplier invoice
- c) Ability to allocate a supplier invoice to a cost centre.
- d) Ability to define default payment terms
- e) Ability to control payments as per the stipulated terms.
- f) Ability to generate Payment Vouchers
- g) Ability to allocate payments to suppliers' invoice.
- h) Ability to void a payment voucher.
- i) Ability to void and stop payment of cheques.

Expected Reports

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

7.6 IMPREST MANAGEMENT

The system is expected to control and manage the issuance of imprests to staff, the accounting of imprests and the recovery of unaccounted for imprests from salaries of involved staff.

Expected Features

The system should among others expectations include the following: -

- a) Generate imprests forms and automatically number them serially
- b) Specify the envisaged accounting date
- c) Automatic alerts for overdue unaccounted for imprests
- d) Linked to the Payroll module for recovery of unaccounted for imprests
- e) Embedded controls to stop issuance of further imprests to staff with an existing unaccounted imprest
- f) Online approvals

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.

7.7 INTERNAL AND EXTERNAL PART-TIMERS MODULE

The system is expected to control and manage payments to internal and external part timers.

Expected Features

- a) Control to ensure appointment of part time lecturers before being allocated classes
- b) Integrate with the approved timetable to track attendance dates.
- c) Generate the teaching work load per lecturer
- d) Computation of payments based on hours worked. The computation will conform to the University system.
- e) Put controls to qualify an internal lecturer as a part-timer.
- f) Put controls in place to stop a lecturer from claiming twice.

- g) Put controls in place to limit the number of courses a lecturer can handle.

Expected Reports

- a) List of part timers
- b) Work load per lecturer
- c) Lecturer payment history
- d) Outstanding claims for part timers by school, department, campus etc
- e) Statement of tax for each part timer for purposes of making tax returns

7.8 CASH OFFICE MODULE

The CASH Office operates as a central point for cash flows and is thus an agent for all sections.

Expected Features

- a) Keep a database of bank accounts
- b) Support cheque printing.
- c) Record transfers between bank accounts
- d) Allow for automatic reversal of erroneous entry
- e) Returned (bounced) customer cheques
- f) Notification of suppliers when cheques are due for collection.
- g) Ability to keep cheque disbursement register. Indicate date when cheque is collected, person collecting and his ID number & telephone number etc.

Expected Reports

- a) Cash Book
- b) Petty cash Report
- a) Cash reconciliation report
- b) Payment voucher listings and the status
- c) Cheque payment register
- d) List of voided cheques
- e) List of voided vouchers
- f) Daily Cheque disbursement report.

7.9 BANK RECONCILIATION

Expected Features

- a) The System must support bank reconciliations across multiple banks
- b) Full bank and Cash reconciliations including deposits, disbursements and adjustments.
- c) Flexibility to import transactions from various banks systems.

Expected Reports

- a) Bank reconciliation Summary.
- b) Bank Reconciliation by detail.

7.9 PROJECTS ACCOUNTS

Expected Features

- a) Creation of project details
- b) Setting up specific project budgets and expected duration

Expected Reports

- a) Budget vs. Actual reports
- b) Project progress report (Disbursement vs. Expenditure)
- c) Project completion status inform of percentage

7.10 BUDGETING MODULE

Expected Features:

- a) Store Approved annual estimates by vote and department
- b) Effect an inter-vote funds transfer.
- c) Update vote balance upon PRN entry
- d) Put controls to limit over expenditure
- e) Send alerts to vote holders whose balances are significantly low

Expected Features

- a) Print a vote holder's statement.
- b) Vote expenditure summary.
- c) Vote Balances report.
- d) Compare actual vs budgetary allocation at any given time.

7.11 PROCUREMENT, STORES & INVENTORY MANAGEMENT

7.11.1 PROCUREMENT

This module should provide the tools required to help procurement managers adhere to the rules and regulations guiding public procurement.

Expected Features

- a) Online Requisitions
- b) Online approval rights
- c) Fully integrated with finance module.
- d) **Pre-qualified Suppliers:** The system should be able to capture and store all records of pre-qualified suppliers of various items with the price list in every financial year.
- e) **Tender Award:** The system should be able to award automatically by use of predefined criteria. However, manual awarding should also be allowed so that the tender committee can award to the supplier of their choice.
- f) **Request for Quotation (RFQ):** Ability to generate Request for Quotations from the system.

- e) **Purchase Requisition Note (PRN):** The system should be furnished with tools to enable auto generation of PRNs
- f) **Local Purchase Orders (LPO):** The system should allow easy and efficient ordering by automatically generating LPOs.
- g) **Goods Received Note (GRN):** The system should be able to generate GRN for received items.
- h) **Track LPO Status:** The system should allow users to be able to track status of orders from the time they are raised to the time they are completed.
- i) **Departmental Budgets:** The system should give an option to restrict ordering within departmental budgets in any given financial year or any defined budget periods (such as quarters).
- j) Ability to link PRN to the LPO
- k) The system should allow the different types of costing methods for inventory
- l) The system should allow creation and display of the procurement plan for departments and the corporate plan.
- m) The system should allow supplier management in terms of ratings, appraisals, assessments and evaluations etc
- n) The system should be able to show rejected or goods returned records.
- o) Ability to track partial delivery
- p) Online approvals

Expected Reports

- a) List of prequalified suppliers per item category
- b) Purchase history per supplier
- c) Price list and price updates per supplier
- d) Outstanding PRNs
- e) Outstanding LPOs
- f) LPOs partially supplied
- g) Cancelled PRNs
- h) Cancelled LPOs
- i) GRN reports
- j) Rejected or Goods returned.

- k) Supplier management in terms of ratings, appraisals, assessments and evaluations etc

7.11.2 STORES AND INVENTORY MANAGEMENT

This module should allow the stores department to distribute and track stock levels of all items in

the University ranging from stationery required in administration to food stuffs required in the kitchen.

Expected Features

This module should have the following features:

- a) Ability to generate Stores Requisition Note (SRN) by the user department.
- b) **Maximum Stock Level:** The system should allow the user to define the maximum stock level per item
- c) **Re-order level:** The system should alert the users when reorder level falls due.
- d) **Minimum Stock Level:** The system should alert the user whenever stock levels hit the minimum threshold.
- e) Maintain Stock ledgers per item
- f) Have full audit trail of all stock movements
- g) Stock history
- h) Serial Number tracking
- i) Bin Locations
- j) Unit of measure configurable
- k) Expiry date tracking in case of perishables
- l) Update stock by goods received notes
- m) Inventory counts changes and adjustments

Expected Reports

- a) Issue/Receiving analysis
- b) Transaction history per inventory item
- c) Inventory level listings

- d) Inventory movement
- e) Stocktaking report
- f) Inventory status by location
- g) Inventory valuation summary & detail

7.12.1 ADMISSIONS AND REGISTRATION

MODULE Expected Features

- a) The ability to capture applicants
- b) Ability to upload JAB students directly from the spread sheets.
- c) Ability to capture list of campuses
- d) Generate student ID cards
- e) Ability to capture list of Schools, Departments and programmes and areas of specialization.
- f) Ability to store cohorts.
- g) Ability to capture students status e.g teaching practice, holiday etc
- h) Ability to store modes of study e.g Evening/Regular
- i) Illustrate how a new student is admitted into a programme.
- j) Illustrate how a continuing student reports.

Expected Reports

- a) Generate a nominal roll
- b) Generate admission / registration reports & forms
- c) Generate Admission/Regret letters
- d) List of students with the following conditions
 - i. Per campus
 - ii. Per school
 - iii. Per department
 - iv. Per specialization
 - v. Per year of study
 - vi. Per class
 - vii. Per student type i.e PSSP or GSSP
 - viii. Per study mode
 - ix. Per students status
 - x. Per gender
 - xi. Per stay status i.e resident or non resident
 - xiii. Deferred students
 - xiv. Discontinued students
 - xv. Combination of different conditions to achieve a desired report.

7.12.2 EXAMINATIONS MODULE

The academic module should store comprehensive School/faculty data including lecturers, courses, Curriculum, unit registration, marks among others. It integrates all academic data to produce various reports like transcript, student performance analysis and many more. Among the many requirements that will facilitate its application include the following.

Expected Features

- a) Ability to generate student attendance register
- b) The system should be able to store lecturers' details
- c) Capture class attendance by students and enforce the 80% rule
- d) Capture class attendance by lecturers
- e) The system should be able to store course details
- f) The system should be able to store curriculum details.
- g) The system should be able to store unit registration details.
- h) A lecturer should enter marks once and lock it. Once entered and saved, the system should not allow for any alteration of exams by the Lecturer.
- i) Automatically maintain a historical audit trail of all grade entries or changes to a transcript.
- j) Perform grade distribution and class analysis reports
- k) Track Academic performance of students by class, programme, or campus, mode of study among others.
- l) Tracking students who have applied for graduation
- m) The system should allow for attaching of notes to students results data to help with tracking examination results issues.
- n) Archive student examination records for future reference
- p) Academic record for graduating students
- q) Illustrate the following practices.

Expected Reports

To produce a variety of reports to be presented and discussed in a variety of forums

- (a) Nominal roll for students who have cleared fees
- (b) Departmental Mark sheets
- (c) Consolidated Mark sheets per programme per class
- (d) School board reports
- (e) Senate reports

- (f) Exam cards
- (g) Generate the final academic transcript
- (h) List of graduating applicants.
- (i) Generation of lists for:
 - i. Graduation Students
 - ii. Dean's List
 - iii. Students on the prize list

7.13 HUMAN AND PAYROLL RESOURCE MANAGEMENT

The system should address all aspects regarding personnel management for the entire life of an employee. It keeps the entire file for an employee basic details, photo, hire details, detailed contacts, personal information (including PF Number, Post, Department/Section, PIN Number, NHIF, NSSF, and VISA, Passport, driving license details including expiring dates), benefits, reviews, dependants, documents attachments (all documents could be scanned and attached here) and an entire section for making any notes. The Human Resource module also includes four major sub modules which include Personnel Management, Time & Attendance, Leave Management, and Employee Self-service.

Expected Features

The Human Resource module should contain on minimum the following features.

- a) Employee details & photo capturing
- b) Section or department the employee belongs.
- c) Employee service history.
- d) Leave and absence management.
- e) Carefully monitors employee suspension, discharge, disciplinary action.
- f) Keeps record of employee training, awards and appraisals.
- g) Track employee attendance with the use of either fingerprints or smartcard.
- h) Gives alerts and keeps record of personal in-formation including license, VISA and other cards expiry dates.
- i) Documents can be scanned and stored electronically.
- j) Provide the easiest way to organize employee files. Store all your confidential information in one place.

- k)** Schedule reminders for performance reviews, benefit eligibility, probation periods, birthdays, anniversaries, training, reports and other events.
- l)** Track all employee's performance reviews including past reviews. Create management's comments under each employee. Automatically schedule the next performance or disciplinary review.
- m)** Document all salary and job changes. View the salary history of each employee online including salary, bonuses and all deductions. Quickly view work history such as promotions and length of employment in a position.
- n)** *Track vacation and leaves* – Input institution's vacation and leave policies and the system should track the number of days available based on years of service.
- o)** Store and view all employee documents. View scanned images like resumes, applications, and accident reports stored by employee. One should also be able to link to Word, Excel and PDF files.
- p)** Track individual skills; store required courses, certifications and grades received. Document all awards, accomplishments and recognition each employee has received over the years.
- q)** Maintain an accurate history of all incidents and accidents. Enter all medical assessments per-formed for regulations.
- r)** Control confidential information with various security levels for different users.
- s)** Document all written and verbal warnings. Capture employee and supervisor comments plus disciplinary actions.
- t)** Store job descriptions, minimum skill requirements and salary grade levels by position.
- u)** Access to contact information quickly in a medical emergency.
- v)** Track union membership status, start and end dates, contract expiry dates and seniority.
- w)** Know which employee has what tool or equipment.
- x)** Easily export employee information to Microsoft Word, Excel or PDF.

- y) ***Time & Attendance*** – Track employee attendance with the use of either fingerprints or smart-card

Expected Reports

- a) List of all employees by gender, region, district, county and tribe.
- b) List of employees on leave
- c) List of employees due for appraisal
- d) List of employees who have left the organization
- e) Skills inventory report
- f) Staff turnover report
- g) Alerts on staff member's birthday
- h) Employees trained in a given year
- i) List of employees/dependants on tuition fee waiver.
- j) List of employees nearing retirement

7.14 PAYROLL MODULE

The payroll Module should automate the employee's salary and other benefits payments process by gathering data on employee remuneration, calculating various deductions and taxes and generating periodic pay Cheques and pay slips.

Expected Features

- a) Ability to electronically integrate with the GL, Cash Book and other third party software e.g. e-banking.
- b) Ability to automatically process employee salary and benefits
- c) Ability to calculate various employee deductions and taxes.
- d) Ability to run real-time data communication between human resource and finance sections.
- e) Ability to electronically integrate/export employee information to Microsoft excel, word or PDF.

- f) Ability to document all salary and job changes, view salary history of each employee online
Including salary, bonus and all deductions etc.
- g) Ability to generate a detailed Audit Trail of payroll transactions/changes.
- h) Link job scales to salary and allowances payable to each grade
- i) Automatically post annual increments on the due dates.
- j) Supports unlimited number of employees and staff classifications
- k) Employee banking details e.g. bank, branch, account number, account type
- l) Unlimited number of user definable tables e.g. PAYE, NSSF, NHIF, Pensions, Unions,
- m) User defined rounding system
- n) Bonus and arrears payments
- o) Direct electronic salary remittance to banks
- p) Tracking of loans and amounts due to financial institutions
- q) Maintain historical information for unlimited number of years
- r) Ability to automatically send payslips to employees through the e-mail.

Expected Reports

The system should allow the user to select fields to extract data and generate reports with various formats such as tables, graphs, bar charts etc. The system should be flexible such that it can pick relevant data from various tables in the database and generate any ad hoc report that may be required by the management from time to time. Among the reports the system is expected to provide are:-

- a) Ability to generate Payroll Instructions
- b) Report on Salary Payments on monthly.
- c) Report on tax payments, pension payments etc.
- d) Reports on payroll costs as defined by user e.g. in terms of basic pay, house allowance and other financial benefits on the basis of cost centre-department, school as may be defined by the user.
- e) User defined payslip format
- f) Bank remittances list
- g) Bank registers
- g) Payroll journal
- h) Company totals

- i) Employee details
- j) User specified transaction reports
- k) Cost centre reports
- l) Statutory reports e.g. P9, P9A, P10, P10A etc
- m) Audit trail reports
- n) Exceptional reports e.g. staff earning salaries beyond their grades

7.15 NON FUNCTIONAL REQUIREMENTS

Give a comprehensive description of the following non-functional requirements.

- i.** Warranty period undertaking
- ii.** Implementation Methodology
- iii.** Availability of source code
- iv.** Annual Maintenance costs (state % of the original cost)
- v.** Training Plan