

**KILIFI COUNTY GOVERNMENT**



**TRADE, TOURISM AND CO-OPERATIVE  
DEVELOPMENT**

**REQUEST FOR PROPOSALS (RFP)**

**CONSULTANCY SERVICES FOR DESIGN,  
DEVELOPMENT OF INTERGRATED LOAN  
MANAGEMENT AND ACCOUNTING SYSTEM.**

**RFP NO. KCG/TRD/847392/2020/2021**

**FEBRUARY, 2021**

**KILIFI COUNTY GOVERNMENT P.O. BOX 519 – 80108  
KILIFI [kilificountygovt@gmail.com](mailto:kilificountygovt@gmail.com)**

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## **INTRODUCTION**

1. This Standard Request for Proposals (SRFP) has been prepared for use by public entities in Kenya in the procurement of consultancy services and selection of consultants.
2. The SRFP includes Standard form of Contract for Large Assignments and small assignment which are for lump sum or time based payments.
3. A separate SRFP has been provided for selection of individual professional consultants.
4. The General Conditions of Contract should not be modified and instead the Special Conditions of Contract should be used to reflect the unique circumstances of the particular assignment. Similarly, the information to consultants should only be clarified or amended through the Appendix to information to Consultants.
5. This SRFP document shall be used where a shortlist of consultancy firms already exist or has been obtained through a shortlist after an advertisement of Expression of Interest for Consultancy required.

**SECTION I : INVITATION TO TENDER**

**DATE** \_\_\_\_\_

**TENDER REF. NO.** KCG/TRD/-/2020/2021

**TENDER NAME:** CONSULTANCY SERVICES FOR DESIGN, DEVELOPMENT OF INTERGRATED LOAN MANAGEMENT AND ACCOUNTING SYSTEM.

**M/S** .....

Dear Sir/Madam,

The county government of Kilifi, department of Trade, Co-operative Development and Tourism invites proposal for the provision of the above-mentioned consultancy services.

A complete set of request for proposal documents may be obtained by interest candidates from the Kilifi County Government official website ([www.kilifi.go.ke](http://www.kilifi.go.ke)) **FREEE OF CHARGE** or from The Public Procurement Information Portal (PIIP).

Completed tender documents should be uploaded in the GOK IFMIS tender portal on or before **23<sup>rd</sup> FEBRUARY 2021 at 10.00am** East African Time.

Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.

Tenders will be opened immediately after the closing time electrical in the GOK IFMIS tender portal

Serialize sequentially each page of the Bid Document including all the attachments. **Avoid manual serialization.**

\_\_\_\_\_  
**Head of Supply Chain Management**  
**For: County Secretary and Head of Public Service**  
**COUNTY GOVERNMENT OF KILIFI**

SECTION II - INFORMATION TO CONSULTANTS

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## **SECTION II-INFORMATION TO CONSULTANTS**

### **2.1 Introduction**

- 2.1.1 The County Government of Kilifi, Department of Trade, Co-operative Development and Tourism will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked individual consultant in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected individual consultant.
- 2.1.4 The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

### **2.2 Clarification and amendment to the RFP documents**

- 2.2.1 Individual consultant may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post, fax or email 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 individual consultants invited to submit proposals.

- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason, either at its own initiative or in response to a clarification requested by an intended individual consultant amend the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.
- 2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

### **2.3 Preparation of proposals**

- 2.3.1 The individual consultant's proposal shall be written in English language.
- 2.3.2 In preparing the Technical proposal, the individual consultants are expected to examine the documents consisting the 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, the individual consultant must give particulars attention to the following:
- (a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
  - (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
  - (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.
- 2.3.4 The Technical proposal shall provide the following information;
- (a) The individual consultants CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultants' involvement.
  - (b) An expression on the understanding of the terms of reference
  - (c) A financial proposal detailing the costing of the work to be done
  - (d) A description of the methodology and work plan for performing the proposed assignment.
  - (e) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal should contain the detailed information as requested above that is a clear understanding of the Term of Reference and the financial proposal of the project.

## 2.4 **Financial Proposal**

2.4.1 In preparing the financial proposal, the individual consultants are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 90 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the consultant.

## 2.5 **Submission, Receipt and Opening of Proposals.**

2.6 A completed tender documents should be uploaded in the GOK IFMIS tender portal on or before **23<sup>rd</sup> FEBRUARY 2021 at 10.00 am** East African Time

2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultants. Any such corrections must be initialed by the individual consultant. The Procuring entity will unseal all tender electronically in the GOK IFMIS tender portal on **23<sup>rd</sup> FEBRUARY 2021 at 10.00 am** East African Time. Tenderers are advised not to attend the opening since no physical tender shall be opened before then

## 2.6 **Evaluation of the Proposal (General)**

2.6.1 From the time the proposals are opened to the time of the contract award, if any individual consultant wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by an individual consultant to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the individual consultant proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.6.3

**MANDATORY REQUIREMENTS TO BE MET BY THE CONSULTANTS**

Instructions to tenderers (Reference)	Particulars of appendix to instructions to tenderers
<p>Evaluation Criteria <b>MANDATORY REQUIREMENTS</b></p>	<p><b>1. Preliminary criteria</b></p> <ul style="list-style-type: none"> <li>i. Copy of certificate of incorporation or business registration.</li> <li>ii. Copy of VAT/PIN certificates from KRA with two obligations</li> <li>iii. Valid KRA Tax compliance certificate</li> <li>iv. Tender should be accompanied by a bid bond of Kshs. 500,000.00 from established approved insurance company/ Bank which must remain valid for 30 days after tendered period of 120 days.</li> <li>v. Dully filled, signed and stamped confidential business questioner.</li> <li>vi. Dully filled, signed and stamped form of tender</li> <li>vii. Digital serialisation</li> </ul> <p><b>Evaluation Methodology</b> will be a PASS/FAIL</p> <p><b>NOTE:</b> Bidders <b>MUST</b> meet <b>ALL</b> the above requirements to proceed to technical evaluation.</p>

**2.7 Evaluation of Technical Proposals**

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

## 2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the individual consultants whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the IFMIS Tender Portal. All notifications shall be done electronically through the IFMIS Portal

2.8.3 The formula for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$S_f = 100 \times \frac{f_m}{f}$  where  
Sf is the financial score  
Fm is the lowest fees quoted and  
F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

2.8.4 The individual consultants' proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formula for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

## **2.9 Negotiations**

- 2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.
- 2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.
- 2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

## **2.10 Award of Contract**

- 2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other individual consultants that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.
- 2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

## **2.11 Confidentiality**

- 2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.

## **SECTION III - TERMS OF REFERENCE (TOR)**

### **DESIGN, DEVELOPMENT OF INTERGRATED LOAN MANAGEMENT AND ACCOUNTING SYSTEM FOR MBEGU FUND**

#### **1. Back Ground and introduction**

##### **1.1. Back Ground**

The Kilifi County Microfinance (Mbegu) Fund (KCMF) is a Fund established through an Act of the County Assembly with the main goal of providing support to Micro and Small Enterprises (MSEs) operating with the Kilifi County. The Fund was established to attain the following objectives:

- a) To provide access to capital and financial facilities to micro and small enterprises (MSEs) owned by the residents in the County.
- b) To support MSEs to develop linkages with large enterprises.
- c) To facilitate marketing of products and services of MSEs owned by residents in the county in both domestic and international markets.
- d) To facilitating investment in small and micro enterprises oriented commercial infrastructure such as business or industrial parks, stalls, markets or business incubators that will be beneficial to the enterprises.
- e) To provide business development services to MSEs, and generating gainful self-employment for the residents of Kilifi.

##### **1.2. Introduction& Current Status**

The Mbegu Fund has so far disbursed approximately 350 M as Loans Micro and Small Enterprises (MSEs) operating with the Kilifi. Managing and administering a portfolio of 800 SMES is done manual. Therefore, the FUND Would like to automate ALL its operations to make easy of management and fund administration. To start with the automation quest, the FUND would like to manage the end to end of the Loan process, management and administration. Alongside automating loan management, the FUND would automate its general administration to include inventory, Expenditure Financial operations, Staff and SME database.

#### **2. Objective of the project undertaking**

To enhance service delivery the FUND desires to:

- i. Enhance the ability to support management decision-making based upon access to accurate and timely financial and operational information and reports from the System and System database business intelligence reports;
- ii. Improve efficiency and minimize costs by providing flexible, integrated systems that eliminate the need for redundant data entry for effective operational Control;
- iii. Facilitate Fund communication and sharing of information electronically throughout the Fund to improve all aspects of customer service delivery;
- iv. Facilitate Business process efficiency and seamless integration between our front, middle and back-office operations
- v. Introduction of alternative simplified methods to the client to access system information use USSD to make enquires

### 3. Project Scope and system requirement

The project scope will take the following minimum tasks:

- a. Project Pre Implementation
  - i. Conduct systems feasibility and user requirements specifications.
  - ii. System development environment to be introduced and system requirements.
  - iii. Develop and present the system user requirements and system deployment gap analysis both on infrastructure and human capacity.
  - iv. Advise and make technical recommendation to how to fix the findings of (ii).
- b. The Project Implementation
  - i. Systems design, coding and development
  - ii. Systems deployment, hosting and configuration
  - iii. Implementation and customization on various modules and reports
  - iv. Use acceptance testing
  - v. Data migration from current data formats
  - vi. Training - For administrator, Mbugu Fund Secretariate, Trade officers, Cooperative Officers and other users.
  - vii. Systems Documentation and user manual documents
  - viii. Test and live implementation

ix. System Launch and Go Live.

c. Post Implementation Services

Annual Technical Support maintenance both on site and off site for Application Software and Users (First1 year must be provided as part of proposal)

**4. System Implementation approach**

The vendor will have to give additional information on the following:

**4.1. System approach**

- a. Any third parties who will be involved in the system implementation.
- b. Are all Project consultants available for assistance.
- c. Is the vendor willing to provide additional consultation and advise during the project for free ?
- d. Describe policy , regulation requites and other third parties services offered in relation to the project implementation
- e. Implementation responsibility and tasks which the Vendors will undertake
- f. Implementation responsibility and tasks which The FUND will undertake
- g. Additional anticipated staff requirements that the FUND may require for the implementation and after that with the operation, administration, and maintenance of the system.
- h. What is the estimated time to install and implement?
- i. Data migration - will the vendor assist in getting the data correctly uploaded in the system?

**4.2. Consulting approach**

- i. The vendor Project undertaking team, individual role in the project implementation to be clearly stated.
- ii. Whom will meet the vendors travelling charges and accommodation during the project implementation?

**4.3. System Training**

- i. The client will provide the training venue.
- ii. Who will facilitate the training charges, hire of conference and refreshments?

- iii. What duration will take to train the technical training?
- iv. What are the vendors training cost?
- v. What will be the training content?

#### **4.4. System overview**

- i. Are user manuals available?
- ii. Are the manuals user friendly?
- iii. Are technical manuals available?
- iv. Is it available in hard copies / Soft copies?
- v. Are extensive on-line help facilities available?

### **5. Technical Specifications of The System**

#### **5.1. Key Functional areas to be automated: Key Modules**

1. Loan application and appraisal
2. Loan disbursement
3. Loan management and monitoring
4. Loan repayment
5. Loan restructure
6. Financial reporting
7. Internal Audit and Risk Management Module.
8. Fund Management, Performance Management and Fund Accounting.
9. Process Workflow and Alerts
10. Business Intelligence BI, Analytics and Reporting

#### **5.2. Additional distinguished features the system is expected to achieve**

- i. Be able to function on a centralized basis and have decentralized offices accessing the system with the requirement to centralize information.
- ii. Allow for download and upload of information in Excel on any requested field to allow for data corrections. This must be in a user-friendly manner.
- iii. Allow for safeguards to ensure the “correct” information is entered into the system. Messages must appear on the screen to warn the user where incorrect information has been entered/ captured.
- iv. Allow for reports to be generated in a user-friendly manner on any data field that the user has authorized access.

- v. Allow for easy interface to E-mail, SMSs to send reminders, reports, etc.
- vi. Operate on a real-time basis have flexibility regarding channels, including web and mobility, for purposes of business acquisition/retention, and interaction with customers
- vii. Provision of USSD code to allow clients make enquires of their loan balances and loan status.

### **5.3. Distinguished module key Features**

#### **5.3.1. Financial management Module**

- i. General Ledger and Chart of Accounts Setup
- ii. Accounts Payables
- iii. Accounts Receivables
- iv. Financial Dimension with Multi-Dimensional hierarchy
- v. Bank Management and Setup
- vi. Vendor Check Runs ,ageing Analysis and Electronic Payments
- vii. Budgeting with Revisions and Approvals
- viii. Commitments(Vote Book management)&Commitment Budgeting
- ix. Planning, budgeting and forecasting
- x. Invoicing, Receipting and payment Vouchers management
- xi. Imprest Management Modules (Imprest, Issuance and Surrender)with web application
- xii. Petty Cash Management Modules(Petty Cash Issuance and Surrender)

#### **5.3.2. Reporting Module and General System administration**

- 1. Intuitive graphical interface for a short learning curve
- 2. Provision of Executive and Management dash board
- 3. Workflow and Alert Management
- 4. SMS notification
- 5. Email Integration
- 6. Process Work flow, Alerts and embedded Document attachment
- 7. Loan Installment payment auto reminder both in SMS and Email.
- 8. The system should be able to calculate and provide the following: PAR as percentage and absolute figures.

### **5.4. Hardware & Software Requirements**

The bidder must provide in the technical proposal sufficient data on

- i. Required Hardware and server

- ii. Operating system and suitable database
- iii. The bidder will provide genuine license when the product is requisitioned.

#### **5.5. Database and systems security**

The vendors have to illustrate the security features embedded in the system, not limited to the following controls

- i. A defined security matrix
- ii. Embedded security control to deter system misuse and manipulation
- iii. Embedded audit trail

### **6. Bidder Qualification Requirements**

- a. The bidder must provide a copy of manufacturer certification authorization from the manufacturer or distributor to do business as an authorized vendor for the proposed system and database system. For the case where the vendors do not own the system.
- b. Having done at least 3 No similar projects of recent not less than 3 years with similar financial obligations.
- c. Demonstrate competency of the undertaking team where the bidders are a firm by sharing CV of each team member
- d. Share a clientele that have their developed and functional installations.

### **7. Technology**

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

- i. The system deployment and hardware requirements
- ii. The proposed System, Module components of the system
- iii. The application development environment.
- iv. The database System proposed
- v. Operating system supported.
- vi. Client or end-user operating systems supported
- vii. Network environment(s) supported.

### **8. Terms of payment**

The payment will be paid based on the following phase

- a. Project Pre Implementation - 5 % of the total project cost
  - i. Inception Report giving a detailed understanding of the assignment.
  - ii. Feasibility report
  - iii. Gap analysis
  - iv. Project Implementation schedule
  - v. A detailed work plan with the resource requirements schedule.
  
- b. Project implementation - 70 % of the total project cost
  - i. Weekly status reports on system design, Coding and development
  - ii. System deployment and configuration reports
  - iii. System customized reports
  - iv. User Acceptance Test reports
  - v. Data migration and Entry Reports
  - vi. Training report
  - vii. Provision of training manual
  - viii. System live test reports
  - ix. Go-Live Report
  
- c. Post implementation - 25 % of the total project cost
  - i. Certificate of commission
  - ii. Annual Maintenance Support Agreement
  - iii. Service Level Agreement (SLA) with Fault escalation matrix
  - iv. Final Project Report

**9. Technical Bidder evaluation Criteria**

NO	Items Description	Maximum Marks	Scored Marks
1	<b><u>Understanding the objectives of the undertaking</u></b>	1-5	
2	<b>System Implementation approach</b> <ul style="list-style-type: none"> <li>a. System approach</li> <li>b. Consulting approach</li> <li>c. System Training</li> <li>d. Project Duration</li> <li>e. System Overview</li> </ul>	1-10	
3	<b>Technical specification The EMR system</b> <ul style="list-style-type: none"> <li><b>1. Key Functions to automate</b> <ul style="list-style-type: none"> <li>a. Loan application and appraisal</li> </ul> </li> </ul>	1-20	

	<ul style="list-style-type: none"> <li>b. Loan disbursement</li> <li>c. Loan management and monitoring</li> <li>d. Loan repayment</li> <li>e. Loan restructure</li> <li>f. Financial reporting</li> <li>g. Internal Audit and Risk Management Module.</li> <li>h. Fund Management, Performance Management and Fund Accounting.</li> <li>i. Process Workflow and Alerts</li> <li>j. Business Intelligence BI, Analytics and Reporting</li> </ul>		
4	<p><b>Additional distinguished features the system is expected to achieve.</b>  Ability Integration of existing systems and proposed systems.</p>	1-5	
5	<p><b>Distinguished key Features to be cooperated in the EMR</b>  Ability to incorporate the features stated for the modules below</p> <ul style="list-style-type: none"> <li>I. Financial management Module</li> <li>II. Loan management Module</li> <li>III. Reporting Module and General System administration</li> <li>IV. Mobile USSD code integration</li> </ul>	1-15	
6	<p><b>The best approach proposed for following items</b></p> <ul style="list-style-type: none"> <li>a. <u>Hardware and Software requirements</u></li> <li>b. Database and systems security</li> <li>c. Deployment</li> </ul>	1-6	
7	<p><b><u>Technical Bidders Requirements</u></b></p> <ul style="list-style-type: none"> <li>a. The bidder must provide a copy of manufacturer certification authorization from the manufacturer or distributor to do business as an authorized vendor for the proposed system and data base system. For the case where the vendors do not own the system.</li> </ul>	1-30	

	<ul style="list-style-type: none"> <li>b. Having done at least 3No similar projects of recent not less than 3years with similar financial obligations.</li> <li>c. Demonstrate competency of the undertaking team where the bidders are a firm by sharing CV of each team members</li> <li>d. Share a clientele that have their developed and functional installations.</li> </ul>		
<b>8</b>	<p><b>The best approach on the on the following items</b></p> <ul style="list-style-type: none"> <li>a. Training</li> <li>b. Provision of Implementation Schedule</li> <li>c. Deliverables to be achieved by the vendors</li> </ul>	<b>1-15</b>	
	<b>Total</b>	<b>100</b>	

#### 10. Request for Quote.

Items	Activities	Total in KSH
<b>One off Charges</b>		
Pre-Implementation	<ul style="list-style-type: none"> <li>i. Conduct systems feasibility and user requirements specifications.</li> <li>ii. System development environment to be introduced and system requirements.</li> <li>iii. Develop and present the system user requirements and system deployment gap analysis both on infrastructure and human capacity.</li> <li>iv. Advise and make technical recommendation to how to fix he findings of (ii).</li> </ul>	

	<ul style="list-style-type: none"> <li>v. Illustrate the system integration approach to use on the existing systems.</li> </ul>	
Project implementation	<ul style="list-style-type: none"> <li>i. Systems design, coding and development</li> <li>ii. Systems deployment, hosting and configuration</li> <li>iii. Implementation and customization on various modules and reports</li> <li>iv. Use acceptance testing</li> <li>v. Data migration from current data formats</li> <li>vi. Training - For administrators, super user and all other end users</li> <li>vii. Systems Documentation and user manual documents</li> <li>viii. Test and live implementation</li> <li>ix. Integration of the systems to existing systems</li> <li>x. System Launch and Go Live</li> </ul>	
Post Implantation	<ul style="list-style-type: none"> <li>i. Annual technical support both on-site and offsite for the systems (First 1 year must be provided as part of the quotation)</li> <li>ii. Additional customization, additions setup, and upgrade system development to be included in the first year</li> <li>iii. Supply and development of additional module to be stated</li> <li>iv. Supply of additional Licenses for system Modules and related Infrastructure Management</li> <li>v. Warranty for the System and data base system supplied</li> </ul>	

	vi. Provision of data backup and data recovery mechanization	
<b>Recurrent charges per annum</b>		
Annual Charges	Hosting Charges, Licenses or subscription	
	Maintenance and Support	

Annex

- ✓ The Kilifi County Microfinance Fund ACT 2016 Amended 2018
- ✓ The Kilifi Regulations 2018

## **SECTION IV - TECHNICAL PROPOSAL (TP)**

### **Notes on the Preparation of Technical Proposal**

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Any proposed staff to assist in the assignment
- (f) Consultancy services activities times' schedule.  
*(to be prepared by the consultant as appropriate)*

### **1. FIRM'S REFERENCES**

#### **Relevant Services Carried Out in the Last Five 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 and contacts of Client: assignment.	Clients contact person for the
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)*

## 2. TEAM COMPOSITION AND TASK ASSIGNMENTS

### 1. Technical/Managerial Staff

Name	Position	Contact	Task

### 2. Support Staff

Name	Position	Contact	Task

### 3. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

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

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

#### 4. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

*[1<sup>st</sup>, 2<sup>nd</sup>, etc, are months from the start of assignment)*

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	
<b>Activity (Work)</b>													
_____													
_____													
_____													
_____													

(b). Completion and Submission of Reports

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

## **SECTION V- FINANCIAL PROPOSAL (FP)**

### **Notes on the Preparation Financial Proposal**

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

- (a) Submission letter indicating total fees
- (b) Summary of costs
- (c) Breakdown of fees per activity
- (d) Breakdown of reimbursable costs/expenses per activity
- (e) Miscellaneous expenses

*(to be prepared by the consultant as appropriate)*

**SECTION VI- STANDARD CONTRACT FORM**

**1. STANDARD CONTRACT FORM**

**INDIVIDUAL PROFESSIONAL CONSULTANTS  
(Lump-sum payments)**

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 Consultants 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 Service, “which is made an integral part Of this Contract.
  - (ii) The Consultant shall provide the personnel listed 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.”

*(Appendices A, B, and C to be prepared as appropriate)*

2. **Term** The Consultant shall perform the Services during the Period commencing on \_\_\_\_\_ [insert starting date] and

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 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 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 here below. If the Client has delayed  
Payments beyond thirty (30) days after the due  
Date hereof, simple interest shall be paid to the  
Consultant for each day of delay at a rate three  
Percentage points above the prevailing Central  
Bank of Kenya's average rate for base lending.

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

2.

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Kilifi County Government Department of Lands, Energy, Housing Physical Planning, and Urban Development*)

Request for review of the decision of the..... (*Kilifi County Government Department of Lands, Energy, Physical Planning, Housing and Urban Development*) 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.

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

- 1.
- 2.

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED, Board Secretary

8.2 **CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business  
 You are advised that it is a serious offence to give false information on this form

	Part 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: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 45%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....				
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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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 45%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....	5.	.....	.....	.....
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5.	.....	.....	.....																										
Date ..... Signature of Candidate .....																													

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

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

*[name and address of procuring entity]*

Gentlemen and/or Ladies:

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

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

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

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

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

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

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

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

\_\_\_\_\_  
[in the capacity of]

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