REPUBLIC OF KENYA

KENYA MEDICAL PRACTITIONERS & DENTISTS BOARD

PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR FY 2018/2019

PROVISION OF CONSULTANCY FOR SUPPLY & IMPLEMENTATION OF ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

(OPEN)

TENDER NUMBER: KMPDB/16/2018 – 2019

CLOSING DATE: MONDAY 3RD SEPTEMBER, 2018

AT 2.00PM LOCAL TIME

Kenya Medical Practitioners and Dentists Board,
Woodlands Road, Off Lenana Road
P.O. Box 44839-00100,
Tel: 020-2728752 / 27 11478 / 2724994
Mobile: +257 720771478 / +254 738 504 112
Email: info@kenyamedicalboard.org
Website: http://www.medicalboard.co.ke

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SECTION I **INVITATION FOR PREQUALIFICATION OF SUPPLIERS**

DATE: **13TH AUGUST, 2018**

TENDER NO.: **KMPDB/16/2018 – 2019**

TENDER NAME: **PROVISION OF CONSULTANCY FOR SUPPLY & IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM**

1.1 The Medical Practitioners & Dentists Board invites eligible candidates for prequalification of services for Provision of Consultancy for Supply and implementation of an Enterprise Resource Planning (ERP) System

1.2 Interested eligible candidates may obtain further information from the tender documents on our website www.medicalboard.co.ke or www.mygov.go.ke

1.3 Completed documents are to be enclosed in plain sealed envelopes marked with tender number and be deposited in the **Tender Box at Kenya Medical Practitioners & Dentists Board, Reception on Ground Floor** or be addressed to:

Procurement Manager
Kenya Medical Practitioners & Dentists Board
P.O. Box 44839 – 00100,
Nairobi

So as to be received on or before **2.00pm, Monday 3rd September, 2018**

Note: Applicants are advised to fill in the tender register at the reception desk when dropping the tender documents and those sending via post office should send their details to info@kenyamedicalboard.org

1.4 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **KMPDB Conference Centre, 3rd Floor.**

Procurement Manager
For: Chief Executive Officer
Medical Practitioners & Dentists Board

SECTION II INSTRUCTION TO APPLICANTS

2.1 Eligibility

2.1.1 This Invitation for Pre qualification is open to all interested and eligible Applicants.

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

2.1.3 Applicants shall provide the qualification information statement that the Applicant (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 goods under this Invitation for tenders.

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

2.2 Cost of Tendering

2.2.1 The Applicant 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.

2.2.2 The tender document can be obtained from our website www.medialboard.co.ke or www.mygov.go.ke **FREE OF CHARGE**.

2.2.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.3 The Tender Document

2.3.1 The tender document comprises the documents listed below:

- (i) Invitation to Tender
- (ii) Instructions to Applicants
- (iii) Registration Instructions
- (iv) Letter of Application
- (v) Registration Forms
  1. Registration Data
  2. General Experience Record
  3. Confidential Business Questionnaire
  4. Financial Capability
  5. Self-declaration

2.3.2 The Applicant 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 respect will be at the Applicants risk and may result in the rejection of its tender.

2.4 Clarification of Documents

2.4.1 A prospective Applicant requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the

Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) 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 Applicants that have received the tender document.

2.4.2 The procuring entity shall reply to any clarifications sought by the Applicant within three (3) days of receiving the request to enable the Applicant to make timely submission of its tender.

2.5 Amendment of Documents

2.5.1 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 Applicant, may modify the tender documents by amendment.

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

2.5.3 In order to allow prospective Applicants 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.

2.6 Language of Tender

2.6.1 The tender prepared by the Applicant, as well as all correspondence and documents relating to the tender exchange by the Applicant and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the Applicant 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.

2.7 Applicants Eligibility and Qualifications

2.7.1 Pursuant to paragraph 2.1., the Applicant shall furnish, as part of its tender, documents establishing the Applicants eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.7.2 The documentary evidence of the Applicants eligibility to tender shall establish to the Procuring entity's satisfaction that the Applicant, at the time of submission of its tender, is from an eligible source country.

2.7.3 The documentary evidence of the Applicants qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

(a) That, in the case of an applicant offering to supply goods under the contract which the Applicant did not manufacture or otherwise produce, the Applicant has been duly authorized by the goods' Manufacturer or producer to supply the goods.

(b) That the Applicant has the financial, technical, and production capability necessary to perform the contract;

(c) That, in the case of an Applicant not doing business within Kenya, the Applicant is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Applicant's maintenance, repair, and spare partsstocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.8 Format and Signing of Tender

2.8.1 The Bidder/Applicant 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.

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

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

2.9 Sealing and Marking of Tenders

2.9.1 The Applicant 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.

2.9.2 The inner and outer envelopes shall:

(a) Be addressed to the Procuring entity at the address given in the Invitation to Tender:

(b) Bear, tender number and name in the Invitation for Tenders and the words, **"DO NOT OPEN BEFORE," 2.00pm, 3rd September, 2018.**

2.9.3 The inner envelopes shall also indicate the name and address of the Applicant to enable the tender to be returned unopened in case it is declared "late".

2.9.4 If the outer envelope is not sealed and marked, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.10 Deadline for Submission of Tenders

2.10.1 Tenders must be received by the Procuring entity on or before **2.00pm, 3rd September, 2018** indicating the tender number and addressed to:

Procurement Manager
Kenya Medical Practitioners & Dentists Board
P.O. Box 44839 – 00100,
Nairobi

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

2.11 Modification and Withdrawal of Tenders

2.11.1 The Applicant 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.

2.11.2 The Applicant's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. A withdrawal notice may also be sent by post or email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

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

2.11.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the Applicant.

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

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

2.12 Opening of Tenders

2.12.1 The Procuring entity will open all tenders in the presence of Applicants' representatives who choose to attend, at **2.00pm, 3rd September, 2018** and in the location specified in the Invitation to Tender.

2.12.2 The Applicants' representatives who are present shall sign a register evidencing their attendance.

2.12.3 The Procuring entity will prepare minutes of the tender opening.

2.13 Clarification of Tenders

2.13.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the Applicant 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.

2.13.2 Any effort by the Applicant 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 Applicants' tender.

2.14 Preliminary Examination

2.14.1 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.

2.14.2 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 Applicant.

2.14.3 Prior to the detailed evaluation, 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 the tender itself without recourse to extrinsic evidence.

2.14.4 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the Applicant by correction of the non-conformity.

2.15 Evaluation and Comparison of Tenders

2.15.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive.

2.15.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.15.3 An Applicant who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.16 Preference

2.16.1 Preference where allowed in the evaluation of tenders shall not exceed 15%

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

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

2.18 Corrupt or Fraudulent Practices

2.18.1 The Procuring entity requires that Applicants observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

(i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything 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 Applicant (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;

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

2.18.3 Further an Applicant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION III REGISTRATION INSTRUCTIONS

3.1 Registration Data Forms

3.1.1 The attached questionnaire forms F-1, F-2, F-3, F-4 and F-5 are to be completed by eligible interested suppliers who wish to be registered for submission of tender for the specific tenders.

3.1.2 The registration forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the tender registration must be written in English and in a legible handwriting.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data provided by the potential candidate is to be used by the Procuring entity in determining, according to its sole judgment and discretion, their qualifications to the tender category as described by the candidate.

3.2.2 Prospective candidates will not be considered qualified unless in the judgment of the Procuring entity they possess capability, experience, qualified personnel available and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods.

3.3 Essential Criteria for Registration

3.3.1 Experience

Prospective suppliers will have relevant experience in the supply of goods and allied items. In case a candidate is successful, they should show competence, willingness and capacity to serve the contract.

Prospective supplier requires special experience and capability to organize supply and delivery of items or services at short notice.

3.3.2 Personnel

The names and pertinent information of the key personnel for individual or group to execute the contract must be indicated.

3.3.3 Financial Condition

The potential supplier's financial condition will be determined by latest financial statements submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. However, potential suppliers should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering suppliers. A copy of Purchase Order or Service Order, contract agreement or inspection and acceptance certificate accompanied by a recommendation letter from past customers should be provided when invited to participate in the bidding process.

3.4 Declaration Statement

Application must include a self declaration form F-5 by the applicant ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the Procuring entity could substantially change the performance and qualification of the bidder or their ability to perform but not limited to bankruptcy, change in ownership or new commitments, the Procuring entity reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with a Certificate of Registration/Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.7 The firm must show proof that it has paid all its statutory obligations and have a current Tax Compliance Certificate.

3.8 Mandatory Requirements

All firms **MUST** provide all the mandatory requirements listed below in the order they appear:

I. A Copy of **Certificate of Incorporation or Business Registration**
II. A Copy of **PIN Certificate**
III. A Copy of **Valid Tax Compliance Certificate**
IV. A Copy of the **Current Trade License/Business Permit** from respective county government
V. **Two Letters of Recommendation** from current clients/organizations where the company is supplying or has supplied similar goods before.
VI. Copies of Bank Statements for the past 2 years
VII. Audited Accounts for the past 2 years
VIII. Name of Bankers and Auditors
IX. A Comprehensive **Company Profile**
X. **Declaration –** All firms **MUST** fill and sign the declaration form that they are not barred from participating in a procurement proceeding.
XI. **Self declaration** to show that the bidder is not insolvent, in receivership, bankrupt or in the process of being wound up.
XII. Dully completed **Confidential Business Questionnaire (Form F-2)**

NOTE: Failure to submit all the mandatory documents will lead to automatic disqualification. Firms that meet the above requirements will be subjected to further detailed evaluation.

SECTION IV TERMS OF REFERENCE

4.0 Introduction

The Kenya Medical Practitioners and Dentists Board (KMPDB) is a statutory authority established under Cap 253 Laws of Kenya to regulate the practice of medicine and dentistry in the country.

4.1 Current Status

KMPDB has a moderate I.T. infrastructure that includes a Cat 6 Structured Cable based local area network (LAN), Wireless LAN, Modern desktop computers, Laptops, IPads, Printers and Network Servers. The end-users are connected to the Window based LAN and Windows server active directory based domain controller. The hardware include modern servers. The Internet connectivity has Fibre Optic Network Backbone.

The ICT department provides end-user support to all other departments within the Board. Processes within the technical departments are computerized and fully integrated through the KMPDB Systems. In addition, the Board provides online services and utilizes bulk SMS and Email Platforms to communicate to its clients. Processes within the business support departments however, are mainly manual.

As part of our corporate ICT strategy therefore, the Board seeks to acquire an Integrated ERP System to enhance the following services, financial, inventory and supply chain, customer service, human resource management, legal services, registration, licensing and workflow management to achieve organizational excellence and world class service delivery.

4.2 Objective of the Assignment

To enhance service delivery the Board desires:

a) To acquire and implement a genuine licensed modern Enterprise Resource Planning System. It is envisaged that the ERP will be available to internal users at headquarters and regional offices through a web portal (Intranet and Internet based access).
b) To enhance the ability to support management decision-making based upon access to accurate and timely financial and operational information and reports from the ERP system and database system business intelligence reports;
c) To improve efficiency and minimize costs by providing flexible, integrated systems that eliminate the need for redundant data entry and provide effective operational control;
d) To facilitate internal and external communication and sharing of information electronically throughout the Board to improve all aspects of customer and stakeholder awareness.
e) To ensure that KMPDB users and IT administrators are suitably trained and equipped in the usage and support of the ERP systems to provide reliable IT services.
f) To ensure provision of post implementation support services that will ensure system stability from the onset of implementation.

4.3 Scope of Implementation Work required

The Scope of work entails and is not limited to implementation of the following:

1) Supply, Installation, Training, Testing and Commissioning of the Enterprise Resource Planning System (ERP) application for all Modules and functionalities required.
2) Documentation of business process modeling and future state process flows
3) Documentation of user standard operating processes and procedures
4) Training for administrators, senior users and all other end users
5) Data migration from current to new systems
6) User acceptance testing (UAT)
7) Parallel go live and production go live implementation of modules, functionalities and reports
8) Go live hand holding support
9) Post implementation support (6 months)
10) System documentation and user manual documents
11) Integration with the KMPDB systems in use
12) Provision of ERP security, backup and replication server setup for availability
13) Annual technical support (ATS) for application software and users
14) Upgrade rollout
15) Supply of licenses for packaged solution modules
16) Warranty for the ERP system and database system supplied

4.4 Summarized ERP Requirements

Key Functional areas to be automated: Key Modules

1) Financial Management
2) Supply Chain management (Procurement Services) and Inventory Management
3) Human Resources Management including Payroll Services with web based Employee Self Service
4) Process Management Workflow and Alerts
5) Business Intelligence BI, Analytics and Reporting+
6) Customer Relations Management and Call Centre
7) Legal Services Management
8) IT Helpdesk
9) Integration with KMPDB Systems and services

4.5 ERP Key Features & Modules

A comprehensive Cloud Based ERP business management solution to support government procedures, web based functionalities and workflows with enhanced graphical user interface for simplicity and ease of use. An integrated adaptable and scalable ERP solution that fully supports enterprise wide processes and inter departmental functionality.

KMPDB reserves the right to de-scope or re-scope any of the functionalities herein.

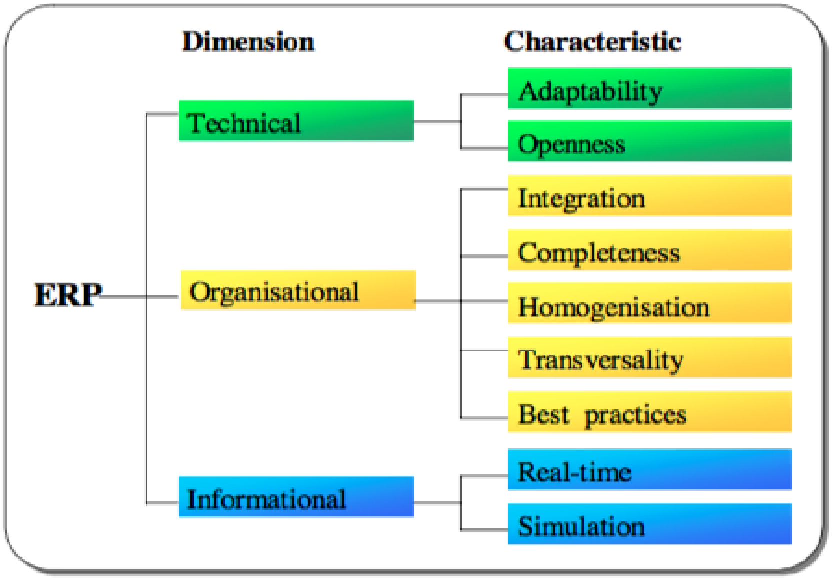
4.5.1 General Key Features

1) Intuitive graphical interface for a short learning curve
2) Network ready with multi-user password control
3) Web Based
4) Cloud hosted

5) Self Service functionalities
6) Email and SMS Integration
7) Straight through processing workflow management,
8) Alerts, notifications
9) Embedded Document attachment capabilities
10) Business Intelligence BI, Analytics and Reporting
11) Enterprise resource based applications

4.5.2 Detailed Modules and Features

Key minimum desired Modules and Features (not exhaustive):



4.5.2.1 Financial Management Module:

1) General Ledger and Chart of Accounts Setup
2) Accounts Payables
3) Accounts Receivables
4) Bank Management and Setup
5) Bank Reconciliation
6) Vendor Check Runs, ageing Analysis and Electronic Payments
7) Budgeting with Revisions and Approvals
8) Project & Vote Budgeting
9) Dynamic planning, budgeting and forecasting
10) Cost Center Management - Product, Activity Based Costing
11) Invoicing , Receipting and payment Vouchers management
12) Imprest Management Modules (Imprest Issuance and Surrender) with web application
13) Petty Cash Management Modules (Petty Cash Issuance and Surrender)
14) Expense Management, Business policies and Expense rules
15) Workflow and Embedded Document Management and Journal Approvals
16) Workflow for multi-level expense approvals
17) Employee web portal for expense entry
18) Ability to attach and view expense receipts and Invoices

19) Tax computation and remittance
20) Multicurrency transactions
21) Financial Reports including statutory and MIS Reporting

Fees & Sales Management: Sub-module

1) Point of Sale
2) Sales Order Management - Quotations and Order Processing
3) Pricing Management
4) Customer Management including integration with Board Systems
5) Fees management and integration to business transaction gateways (Banking, Mobile Banking Platforms, National Electronic Single Window System (KESWS)

4.5.2.2 Procurement Management:

1) Vendor Management & Vendor Records
2) Web based Purchase Requisitions
3) Vendor Request for Quotations
4) Workflow for Requisition and Purchase Approvals
5) Automated Purchase Orders and integration with GL and budget
6) Procurement Master Planning
7) Vendor Managed Inventory
8) Automated Vendor notifications
9) Contract Management
10) Automated 3 way matching of Purchase Orders, Invoice and Goods Receipt Note
11) Vendor Statistics and Performance Management
12) E-Procurement web based interface and ability to generate e-procurement reports

4.5.2.3 Inventory Management:

1) Item Master configuration with Attributes and SKUs
2) Stock reconciliation
3) Dispatch
4) Item Dimensions including Lot Number, Batch, Serial Number and Location control
5) Min Max and Requirements Management
6) Commodity classifications
7) Inventory Costing including LIFO, FIFO, Standard Costing,
8) Web based Requisitions & issues
9) Disposal Management
10) Reports

4.5.2.4 Fixed Assets Management

1) Track Fixed Asset
2) Asset details
3) Multiple Depreciation methods
4) General Ledger and Accounts Payable Integration
5) Reports

4.5.2.5 Service Management

1) Set up and Manage Services agreements
2) Service Orders & Services Tasks
3) Maintenance and Repairs Management

4.5.2.6 Human Resource Management:

1) Basic Organization Information Identification numbers
2) Recruitment process
3) HR planning process
4) Personal records
5) Employee Self Service Portal
6) Web Based Leave Management
7) Employee Performance and Appraisals
8) Staff Training process, planning and data management
9) Succession planning
10) Absence Management
11) Pension, and insurance
12) Grievance Handling and Disciplinary process
13) Employee welfare management
14) Employee Termination and Exit Process
15) Loan administration
16) Organizational structure
17) MIS Reports with export to various text / spreadsheet formats
18) Payroll and benefits management
19) Network ready with multi-user password control
20) Intuitive graphical interface for a short learning curve
21) User defined earnings and deductions
22) User defined PAYE, NSSF and NHIF rates
23) Multiple Loans and Savings ledgers
24) Fast posting with automatic payroll calculation
25) Entry of hours and/or days worked over flexible payment period
26) Intelligent carrying forward of payroll transactions
27) Lump sum tax calculation
28) Monthly PAYE, NSSF and NHIF export files and listings
29) P9A, P10, P10A Tax returns and other related documents
30) Online Pay slips, As per government procedures
31) Pay slips, Sacco Deductions and Reports
32) Multiple payroll summary, payment reports and pays lip formats
33) Integration with Financial management System / GL Integration
34) Integrated and Accessible Via Employee Self Service

4.5.2.7 Workflow and Alerts

1) Document management
2) Document Access Control

3) Workflow Configuration and Management
4) Alerts

4.5.2.8 Project Management, Performance Management and Project Accounting

1) Projects and Vote Book Management
2) Time and Expense Tracking to Projects
3) Time Sheet
4) Performance management and Reporting
5) Web Portal for Project Management and Project Data Entry
6) Reports

4.5.2.9 Reporting and Business Intelligence

1) Custom Reports and Reporting Services
2) Business Intelligence and Analytics – Weekly, Monthly, Quarterly, Annual
3) Integration with other corporate applications generating data
4) Dashboard with Top level Graphical Analytics including forecasting

4.5.2.10 Customer Relation Management

1) Corporate Communications
2) Events calendar management
3) Customer profiling
4) Contact Management and Classification,
5) Task management,
6) Outlook client integration
7) Complaint Handling interaction
8) Document Management
9) Call logging
10) Mail logging for MS Exchange
11) Customer feedback
12) Online survey
13) Integration with call center

4.5.2.11 Legal Services Management

1) Case management
2) File allocation and tracking
3) Notifications and alerts
4) Enforcement on the case ruling
5) Tracking of KMPDB court cases
6) Reports

4.5.2.12 ICT/Systems Administration Management

1) Security Administration including application of security filters and privileges
2) Help desk
3) Incident reporting, ticketing and support
4) System Administration

5) Database Management
6) User Setup and Administration
7) Role Administration
8) Workflow Configuration and Management
9) Audit Trails, Archiving
10) Automated backups and Restore
11) Reporting

4.5.2.13 Integration with Regulatory Processes

Ability to integrate with the Board Systems in use and management of the following processes:

- **a.** Student indexing
- **b.** Dispatch of educational materials to training institutions and inventory management
- **c.** Exam applications
- d. Management of exam centers and exam administration
- **e.** Registration of doctors and renewal of licenses
- **f.** Registration of health facilities, licensing and renewals

4.6 Summary of the General ICT Service Management Features to be Implemented

The firm is expected to integrate all the proposed modules and sub-modules. If required, the bidder will integrate the ERP with all the existing systems that the Board will identify

Module	Functional Description	Compliance Statement	Detailed Description & Reference
1) Type	1) The ERP system will be a web-based system that will be used to manage and support the Board's business. 2) It will modernize and transform decision making 3) This solution will replace the legacy manual based processes with a modern secure ICT based processes and it will encompass and retain the best elements of the existing systems while facilitating new efficiencies and enhanced features made possible by technology. 4) The solution should be accessible via the internet as well as on mobile devices. It must be accessed through all browsers.		
2) Robust Search capabilities	5) The solution should possess a search feature that will enable users to quickly locate information whenever it is required. 6) Users should be able to search for any content that is stored in the system by creating searches based on content properties/metadata.		
3) Alerts and notifications.	The solution should be able to send emails and receive auto generated alerts/SMS to specific individuals whenever they need to be notified of an action.		
4) Maintaining an audit trail log of system access and system usage	The solution should be able to maintain audit log reports that will help determine who has accessed the system, what the person has accessed and what actions the person has done. The administrators will be able to sort, filter, and analyze this data.		
5) System user administration	The solution should provide administrators with capabilities to define user roles and profiles in order to grant access privilege to only the authorized users. This is to ensure documents are handled with the		

Module	Functional Description	Compliance Statement	Detailed Description & Reference
	highest security levels and that only the right people have the right access level to the right information.		
6) Configuration Management	The Board expects that the vendor will provide industry standard practices in the development, implementation and management of the ERP solution.		
7) Email integration	Full email integration (Mail to Service Request) Have the e-directory integrated.		
8) System and integration	1) The system should be able to run on multiple platforms 2) Active Directory and API integration 3) User Customizable Monitoring Configurations 4) Integration with different Databases e.g. Oracle, MySQL or MSSQL 5) IIS/Apache web server integration 6) Support for multiple server platforms (Windows / Unix / Linux / Mac) 7) Support for multiple server Client / Agent Platform (Windows / Linux / Mac) 8) Single sign-on 9) Import Users from CSV File (including a scheduled import) 10) Event log		
9) Administration	1) Unlimited number of Administrators 2) Unlimited number of End users 3) Flexible User Administration –Role based access control 4) Multi-Organization support		
10) Backup restore capabilities and Data Archiving	1) The solution should provide tools for backup and restore facilities. 2) The system should allow archiving of old, unused data to improve system performance. 3) The system should allow the users to access archived data from different queue and also provide the capability to search report and export the data.		
11) Reporting capabilities	1) Provide for Ad-hoc and user customizable reporting tool that allows users to define the kind of report they want through queries that mine data from different databases. 2) The bidder will also predefine the commonly/frequently requested reports as will be defined by the Board. 3) The system should be able to generate detailed reports about the system performance & metrics. 4) The tool should allow for exporting reports in various formats 5) Allow for Basic and Advanced reporting 6) The solution should be able to support generation of reports and get a quick glance of all the activities		
12) A workflow/process automation tool for disseminating/routing of activities/ allocations	1) The system should allow for automatic allocation and reallocation of work, automatically send out alerts for any allocated or pending work on the staff in-tray etc. This should be supported by dynamic workflows. 2) Workflow management : Creation of different action codes (attributions) for different tasks with different automatic deadlines (e.g. today's date plus 14 days)		
13) Dynamic dashboards that	Each user should be able to access a personalized dashboard that will consolidate all the right information to be brought to the user's		

Module	Functional Description	Compliance Statement	Detailed Description & Reference
show only what is relevant to each user.	attention without the need of the user navigating to various sections of the system.		
14) Documentation	1) The solution should have all the documentation required for its operations and maintenance. These incudes but not limited to the following:- 2) Requirements document 3) Design document/technical manuals 4) Operational manual/Users' guide 5) Guidelines for using the solution 6) Administration manuals		
15) Security	1) Single Sign On using active Directory Authentication 2) Login, password and user settings are limited to administrator role 3) Different confidentiality settings for groups and individuals 4) Different levels of confidentiality for different groups 5) Authentication of users against Active Directory 6) Secure Socket Layer (SSL) support - move it to security 7) Database level security		
16) System integration	1) Integration with relevant existing systems and allow for future systems to be integrated		
17) Licenses and services	2) The bidder must provide the following as part of the offer 3) Installation (ready-to-use) 4) Personal support at the Board's premises within 24 hours (Monday to Friday) on demand 5) Service Management services 24/7 6) Description of the Licensing mode of the software 7) Maintenance (corrective) and upgrades to available new versions 8) Additional services (within the first 24 months) including the purchase of system and application upgrades and software add-ons or extensions, technical consultancy assistance in case of development, modification or upgrade needs as well as additional training on demand		
18) Availability	9) The solution should be designed to remove all single points of failure. The solution should provide the ability to recover from failures, thus protecting against many multiple component failures.		
19) Scalability	10) The deployed solution is supposed to be a highly scalable solution, which is designed in a scale up/out model at each layer. This will provide the model for future growth.		

Module	Functional Description	Compliance Statement	Detailed Description & Reference
20) Trainings	1) All the users of the solution will be trained to be able to use the solution depending on their levels of authorization. 2) The Bidder will conduct several trainings for the commission staff for a smooth transition. The Bidder must submit a training plan for all the training areas. The Bidder should be providing the trainings in the following areas: 3) Development Tools training (including security tools) 4) Starter training 5) Administration (database, system, and other infrastructure) 6) Performance enhancements, trouble shooting and fine tuning 7) Application training 8) Solution walk-through with code /programs walk-through – technical and administrators of the system training 9) Package configuration for development/ administration for technical staff 10) User training 11) Workflow approvers/ originators		
21) Documents to be Submitted:	1) The Bidder is required to submit the following documents: 2) Implementation plan 3) Requirement Management Plan 4) Supplementary Specification Document (if any) 5) Workflow/Use Case & Use Case Specification Document 6) Solution Requirement Specifications (Including Software Architecture) or its equivalent which encompasses all the technical specifications/ codes/ programs 7) Software Development Plan 8) Solution Test Plan or its equivalent counterpart document 9) Training Plan 10) Support and maintenance plan 11) Data migration plan		

Module	Functional Description	Compliance Statement	Detailed Description & Reference
22) Copyrights and Handing Over	1) The Bidder will get the system audited for detailed security penetration, through third party, Standardization Testing and Quality Certification, ICTA, will also do the audit and submit its audit report, 2) The Bidder will act on the recommendations to remove all lacunae before handing over to the Board (can be any other standard third party auditor, details needs to be provided) 3) If the Board suffers any loss or damage due to infringement of patent, trademark, or industrial design rights occasioned by the Bidder arising from use of the Goods or any part thereof in Kenya, the Supplier shall indemnify the Board against all third-party claims. 4) Except to the extent that the Intellectual Property Rights in the Software vest in the Purchaser, the Supplier hereby grants to the Purchaser license to access and use the Software. Such license to access and use the Software shall be: 5) Non-exclusive; 6) fully paid up and irrevocable and 7) immune to over deployment through the internet 8) Hand over the source code and train the technical staff to be able to troubleshoot, add new features and parameters in the backend and perform any adjustment to the system as		
23) Data Migration	1) Migration of data and synchronization from existing setup to new setup 2) Working with the ICT Department to move data from current applications and manual records to the new setup/ERP system. 3) Co-ordinate with existing system administrators of existing setup to ensure smooth data archival, backup and replication.		

Module	Functional Description	Compliance Statement	Detailed Description & Reference
24) Warranty	1) Two (2) years Warranty to be specified 2) The vendor has to ensure the Onsite Support for a period of two years from the date of installation certificate. Uptime of more than 99% has to be ensured for the system. 3) During warranty period besides, all software upgradation, bugs/ patches and services shall be provided free of cost by the vendor. 4) The vendor should fulfill the following conditions during warranty period: 5) Vendor will also provide a status report every six months through e-mail to Board about the support related complaints lodged by different users 6) Vendor would provide the helpdesk support services through telephone/e-mail where users can lodge their complaint. Each user will be assigned a unique trouble ticket number through which he should be able to track the action taken on his complaint through a support portal. The Project Manager will maintain the list of trouble tickets being opened and closed. 7) Any failure in the thereof should be rectified within maximum period of two Working days (at the headquarters) or 3 working days (at other Sites) as the case may be. 8) Any system failing at subsystem level at least three times in three months, displaying chronic system design or quality control problem will be totally replaced by the vendor at his cost and risk within 30 days. 9) Vendor shall visit each site at least once in every six months to carryout preventive maintenance and fine-tune the performance of the system besides regular service calls during warranty period. 10) On completion of the Warranty period, the Board has option to enter into Annual Maintenance Contract with the		

4.6.1 User Acceptance Testing

The primary goal of Acceptance Testing & Certification is to ensure that the project meets requirements, standards, specifications and performance prescribed and shall include the following acceptance tests which shall be conducted by the nominated officers:

4.6.1.1 Performance

Performance is a key requirement for the Project. The deployed solution is supposed to be a highly scalable solution, which is designed in a scale up/out model at each layer. This will provide the model for future growth.

This test process will include the following activities:

- Determination of performance metrics
- Designing performance tests
- Development of workload

4.6.1.2 Performance testing and sizing study

- Identification of bottlenecks and providing solutions.
- Determining final performance figures.
- Communication of final results to all stakeholders

Final output of this process would be a sizing guide for the solution tested. The sizing guide will document the details of the performance tests, test data, bottlenecks identified, alternate solutions provided, and the final performance data. This document will provide the scalability data of the solution for various loads. This will become the authentic guide for future scale up/out plans of the Project.

4.6.1.3 Availability testing

The solution should be designed to remove all single points of failure. The solution should provide the ability to recover from failures, thus protecting against many multiple component failures. This test process will include the following activities.

- Designing tests for high availability testing
- Execution of high-availability tests
- Assessment of transaction/data losses in relation to Disaster Recovery system
- Communication of final results to all stakeholders

High Available clustering at all Web, Application and DB server levels will be targeted at 99.9 % availability.

4.6.1.4 Security testing

Security certification process will include:

- Audit of Server and Application security mechanisms.

- Assessment of authentication mechanism provided in the application /components /modules
- Assessment of data encryption mechanism.
- Assessment of data access privileges, retention periods and archival mechanisms.

Final output of this process would be a comprehensive audit report including all the Network, Server and Application security features incorporated in the system.

4.6.1.5 Software Installation testing

The detailed implementation plan for the supplied software needs to be provided by the Bidder and agreed by Board before installation.

Delivery schedules and detailed test plan for the supplied solution and related software to be given by the vendor including but not limiting to Cluster set up test/ failover test, storage test, networking test etc. This plan has to be agreed by the Board before installation is done.

The detailed testing is to be done on the production environment set up and not for the development and test instance box. Some of the necessary items to be checked are:

- Installation of supplied solution and related software with cluster setup
- Running of standard diagnostic programs.
- Installation test certificate to be signed jointly by Board and the vendor.
- Apart from the above, the vendor needs to submit a detailed Installation Report clearly indicating the installation of S/W cluster configuration of servers, Network, O/S parameters Disks Layouts, RAID Configuration, Detailed Connectivity Diagram,
- Details of all supplied software installation with key parameters etc.
- Without submission of detailed installation document, it shall be considered as incomplete

4.6.1.6 System Acceptance testing

- The applications will be tested with reference to the requirements.
- Detailed test plan and use cases for each module and functionality to be prepared and submitted to the Board.
- The use cases should focus on functionality, load, stability and should cover all the possible scenarios
- Test plan and Use case documents should be submitted for each phase in case the solution has a phased go-live approach.
- These documents should be jointly agreed by Board and vendor before the acceptance testing.
- There will be two rounds of testing for each phase of go-live. The first testing will be comprehensive and would be done typically done for 1 week. The second one (typically

3-5 days) will be done primarily to test the defect fixed (if any) that is found in first round of testing.

- Solution acceptance test certificate will be issued by the Board before we go for Integration performance testing.
- Carrying out load testing through Mercury/Rational tools like Load Runner, Rational Robot, and Performance tools to ensure compliance.
- The Bidder will get the system audited for detailed security penetration, through third party, Standardization Testing and Quality Certification.

4.6.1.7 Final Integration Performance testing:

The final acceptance testing will be done post implementation of the software and the system solution in the production box. The following points are important should be noted:

- The testing will be done for at least 1 week limiting to the solution performance in terms of response time, uptime, load and security. The detailed performance test plan has to be submitted by the vendor at least 2 weeks before the scheduled testing start date and has to be agreed by the Board. The performance test plan should be in line with the specification in the tender.
- This testing will be started only after successful completion of User acceptance testing on detailed test/ use cases for the system that has to be submitted by Vendor
- Final acceptance test certificate to be signed jointly by the Board and the vendor.
- The date of issue of the Final Acceptance Test Certificate shall be termed as Date of Acceptance.
- Post this integration performance testing, the solution can go-live. In case the go-live is in phases, all of the above will be done for each phase pre-go-live

SECTION V SUMMARY OF PRICE SCHEDULE

5.0 PRICE SCHEDULE

S. No.	Item Description	Qty	Unit Price (Ksh)	Total Price (Ksh)
1.	**Financial Management Module:** 1 General Ledger and Chart of Accounts Setup 2 Accounts Payables 3 Accounts Receivables 4 Bank Management and Setup 5 Bank Reconciliation 6 Vendor Check Runs, ageing Analysis and Electronic Payments 7 Budgeting with Revisions and Approvals 8 Project & Vote Budgeting 9 Dynamic planning, budgeting and forecasting 10 Cost Center Management - Product, Activity Based Costing 11 Invoicing , Receipting and payment Vouchers management 12 Imprest Management Modules (Imprest Issuance and Surrender) with web application 13 Petty Cash Management Modules (Petty Cash Issuance and Surrender) 14 Expense Management, Business policies and Expense rules 15 Workflow and Embedded Document Management and Journal Approvals 16 Workflow for multi-level expense approvals 17 Employee web portal for expense entry 18 Ability to attach and view expense receipts and Invoices 19 Tax computation and remittance 20 Multicurrency transactions 21 Financial Reports including statutory and MIS Reporting			
2.	**Fees & Sales Management: Sub-module** 1 Point of Sale 2 Sales Order Management - Quotations and Order Processing 3 Pricing Management 4 Customer Management including integration with rHRIS 5 Fees management and integration to business transaction gateways (Banking, Mpesa, National Electronic Single Window System (KESWS)			
3.	**Procurement Management:** 1 Vendor Management & Vendor Records 2 Web based Purchase Requisitions 3 Vendor Request for Quotations 4 Workflow for Requisition and Purchase Approvals 5 Automated Purchase Orders and integration with GL and budget 6 Procurement Master Planningsco 7 Vendor Managed Inventory 8 Automated Vendor notifications 9 Contract Management 10 Automated 3 way matching of Purchase Orders, Invoice and Goods Receipt Note 11 Vendor Statistics and Performance Management 12 E-Procurement web based interface and ability to generate e-procurement reports			
4.	**Inventory Management:** 1 Item Master configuration with Attributes and SKUs 2 Stock reconciliation			

	3 Dispatch 4 Item Dimensions including Lot Number, Batch, Serial Number and Location control 5 Min Max and Requirements Management 6 Commodity classifications 7 Inventory Costing including LIFO, FIFO, Standard Costing, 8 Web based Requisitions & issues 9 Disposal Management 10 Reports			
5.	**Fixed Assets Management** 1 Track Fixed Asset 2 Asset details(Marking of Assets) 3 Multiple Depreciation methods 4 General Ledger and Accounts Payable Integration 5 Reports			
6.	**Service Management** 1 Set up and Manage Services agreements 2 Service Orders & Services Tasks 3 Maintenance and Repairs Management			
7.	**Human Resource Management:** 1 Basic Organization Information Identification numbers 2 Recruitment process 3 HR planning process 4 Personal records 5 Employee Self Service Portal 6 Web Based Leave Management 7 Employee Performance and Appraisals 8 Staff Training process, planning and data management 9 Succession planning 10 Absence Management 11 Pension, and insurance 12 Grievance Handling and Disciplinary process 13 Employee welfare management 14 Employee Termination and Exit Process 15 Loan administration 16 Organizational structure 17 MIS Reports with export to various text / spreadsheet formats 18 Payroll and benefits management 19 Network ready with multi-user password control 20 Intuitive graphical interface for a short learning curve 21 User defined earnings and deductions 22 User defined PAYE, NSSF and NHIF rates 23 Multiple Loans and Savings ledgers 24 Fast posting with automatic payroll calculation 25 Entry of hours and/or days worked over flexible payment period 26 Intelligent carrying forward of payroll transactions 27 Lump sum tax calculation 28 Monthly PAYE, NSSF and NHIF export files and listings 29 P9A, P10, P10A Tax returns and other related documents 30 Online Pay slips, As per government procedures 31 Pay slips, Sacco Deductions and Reports 32 Multiple payroll summary, payment reports and pays lip formats 33 Integration with Financial management System / GL Integration 34 Integrated and Accessible Via Employee Self Service			
8.	**Workflow and Alerts** 1 Document management 2 Document Access Control 3 Workflow Management			

	4 Configuration and Management 5 Alerts and notifications			
9.	**Project Management, Performance Management and Project Accounting** 1 Projects and Vote Book Management 2 Time and Expense Tracking to Projects 3 Time Sheet 4 Performance management and Reporting 5 Web Portal for Project Management and Project Data Entry 6 Reports			
10.	**Reporting and Business Intelligence** 1 Custom Reports and Reporting Services 2 Business Intelligence and Analytics – Weekly, Monthly, Quarterly, Annual 3 Integration with other corporate applications generating data 4 Dashboard with Top level Graphical Analytics including forecasting			
11.	**Customer Relation Management** 1 Internal and external Communications 2 Events calendar management 3 Contact Management and Classification, 4 Task management, 5 Outlook client integration 6 Complains Handling interaction 7 Document Management 8 Mail logging for MS Exchange, Service 9 Customer feedback 10 Online survey			
12.	**ICT/Systems Administration Management** 1 Security Administration including application of security filters and privileges 2 Help desk 3 Incident reporting, ticketing and support 4 System Administration 5 Database Management 6 User Setup and Administration 7 Role Administration 8 Workflow Configuration and Management 9 Audit Trails, Archiving 10 Automated backups and Restore 11 Reporting			
13.	**Integration with Regulatory Processes:** Ability to integrate with the rHRIS in use and management of the following processes: 1 Student indexing 2 Dispatch of educational materials to training institutions and inventory management 3 Exam applications 4 Management of exam centers and exam administration 5 Registration of doctors and renewal of licenses 6 Registration of health facilities, licensing and renewals			

Signature of Applicant/Bidder: ……………………………………………………..

Company seal/Business stamp

SECTION VI LETTER OF APPLICATION

I. The letter of application will be prepared by the applicant and will follow the form presented herein.
II. The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers and email address.
III. The letter of application will be signed by duly authorized representatives of the applicant.

Category……………………………………………………………………………

Tender No.: …………………………………………………………………………….

To, Date: …………………

Chief Executive Officer,
Kenya Medical Practitioners & Dentists Board,
P.O. Box 44839 – 00100,
Nairobi

Dear Sir,

1. Having examined the application documents, of which I hereby duly acknowledge, I/We the undersigned offer to supply and deliver to Kenya Medical Practitioners and Dentists Board (KMPDB) and as may otherwise be directed in………...................................…………………………(Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within my/our capability to supply/provide.

2. We will undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirements or official order signed by authorized officer(s) of KMPDB.

3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with the written acceptance thereof shall constitute a binding agreement between us.
4. We also understand that:-

   (i) This is not a tender or quotation but an application for consideration to be registered as KMPDB's supplier for goods/services included or related to this category.
   (ii) KMPDB is not bound to accept this application or any that it may receive
5. We make this application with the full understanding that:-

(i) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

(ii) KMPDB reserves the right to:

a. Amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and

b. Reject or accept any application, cancel the prequalification process, and reject all applications.

(iii) KMPDB shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for them.

The undersigned declare that the statement made and the information provided in the dully completed application are complete, true and correct in every detail.

Name: ……………………………………… Sign: ....

Designation: ………………………………… Date: ……………….

Official Company rubber stamp

For or on behalf of: ………………………………….. Sign: ……………..……

Name of Partner

SECTION VII REGISTRATION FORMS

You are required to fill Forms F-1, F-2, F-3, F-4 and F-5 below, where applicable:

FORM F-1 REGISTRATION DATA

I/We …………………………………………………………………. hereby apply for Registration as Supplier(s).

Company/Firm Registration Number:	
Category:	
Tender No.:	
Post Office Address: **Code:**	
Town:	
Name of Building:	
Street:	
Floor No.:	
Room/Office No.:	
Office Telephone No.:	1) 2)
Mobile No.	1) 2)
Contact Person(s)	1) 2)
Official Email Address(es)	1) 2)
Alternative Email Address	

FORM F-2 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are required to give the particulars indicated in Part 1, either Part 2(a), 2(b) or 2(c) whichever applies to your type of business , Part 3 and Part 4.

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

Part 1 – General

Business Name: ………

Location of Business Premises: ……………………………………………………………………………………………

Plot No.: ………………………………………………Street/Road: …………………………………………………………...

P.O. Box: ………………………………………….. Code: ……………………… Town: ………………………………………

Email Address: ………..

Nature of Business: ………………………………………………………………………………………………………

Current Business Permit No.: …………………………………………………………… (Attach Copy)

Certificate of Registration Number: ………………………………………………… (Attach Copy)

PIN Certificate Number: ……………………………………………………………….. (Attach Copy)

VAT Certificate Number: ……………………………………………………………….. (Attach Copy)

Tax Compliance Number: …………………………………………………………….. (Attach Copy)

☐ ***Part 2 (a) – Sole Proprietor***

Name in full: ………………………………………………… Age: …………….. ID/PP No.………….……………………

Nationality: …………………………………………… Citizenship Details: …………………………………………………..

☐ ***– Partnership***

Name of partners:

Name	Nationality	Citizenship Details	Shares
Name	Nationality	Citizenship Details	Shares
Name	Nationality	Citizenship Details	Shares
Name	Nationality	Citizenship Details	Shares

☐ ***(c) – Registered Company***

Private or Public ………

State the nominal and issued capital of company:–

Nominal Ksh. ………………………………………………………………

Issued Ksh. …………………………………………………………………

Details of all directors:-

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

N/B: If Kenyan citizen, indicate under "Citizenship Details" whether by birth, Naturalization or Registration.
****Attach CR12indicating the directors and their shareholding and copies of Directors' ID/Passports*** *(Where applicable)*

Part 3 – Company Profile (Attach Copy)

I. Personnel

Number of staff employed: ………………………………………………………………………………

Qualifications: …………………………………………………………………………………………………

Level of experience: ……………………………………………………………………………………………..

II. Referees

Name of Company: ………..

P.O. Box: ……………………………………….. Town: ………………………………………………………………………

Tel: ……………………………………………….. Email: ……………………………………………………………………..

Official Company rubber stamp

Name of Company: ………

P.O. Box: ………………………… Code: ………………………..Town: ……………………………………………………..

Tel: …………………………………………………….. Email: …………………………………………………………………..

Official Company rubber stamp

Part 4 – Financial

I. Maximum value of business you can handle at any one time:

Ksh. : ………..

II. Name of Banker: ……………………………………………………………………………………………………

Branch: ………..

III. Credit period willing to offer KMPDB: …………………………………………………………………………

What is your annual turnover? ……………………………………………………………………………………

Date: …………………………………………… **Candidate's signature:** ………………………………………………

FORM F-3 GENERAL EXPERIENCE RECORD

I. List at least **three (3)** reputable clients:

a. Client: ……………………………………………………………………………..

P.O. Box: …………………………. Code: ………………… Town: …………

Telephone: ………………………………………. Email Address: ……………

---

b. Client: ………………………………………………………………………………….

P.O. Box: ……………………….. Code: ……………………… Town: ….……

Telephone: ……………………………………. Email Address: ………….…....

---

c. Client: ………………………………………………………………………………..

P.O. Box: …………………………….. Code: …………………… Town: …….

Telephone: ……………………………………. Email Address: ………………...

II. Attach proof of experience relevant to the chosen category by attaching any of the following documents:

a. Copies of signed LPOs/LSOs
b. Copies of Letters of Award
c. Copies of Delivery Notes
d. Extract of Contract Documents

III. Describe nature of business performed by your firm

………………………………………………………………………………......

…………………………………………………………………………………….

IV. How many years of experience have you had in the type of work described in (III) above.

……………………………………………………………………………

FORM F-4 FINANCIAL CAPABILITY

Banker	Name of banker Address of banker ……………………………………………………………..………………………. Telephone No.: ………………………………………………………………………. Email: ………………………………………………………………………………. Financial information in Kshs. Actual: ………………………………………………..………………………….. Previous Two (2) Years: ………………………………………………………….			
1. Total assets	1	2	3	
2. Current assets				
3. Total liabilities				
4.Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

Note: Attach a copy of firm's audited accounts and certified bank statements for the past two (2) years together with letters of reference from the bankers regarding the firm's credit position.

FORM F-5 SELF DECLARATION

a) ANTI-CORRUPTION DECLARATION

I/We ………………………………………………………………………………… declare and guarantee that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of his procurement.

In the event the above is contravened we accept that the following to apply:-

i. The person shall be disqualified from entering into a contract for the procurement or
ii. If a contract has already been entered into with the person, the contract shall be voidable at the option of KMPDB.
iii. The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KMPDB may have.

Name: …………………………………..………………………………………..

Signature: ……………………………… Date: ………………………………...

Company seal/Business stamp

b) ANTI-FRAUDULENT PRACTICE DECLARATION

I/We ………………………………………………………………………. declare and guarantee that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding. Further we declare that as we bid, we have not been convicted of corrupt or fraudulent practices.

Name: …………………………..……………………………………………………..

Signature: ………………………………… Date: ………………………….

Company seal/Business stamp

c) NON-DEBARMENT DECLARATION

I/We ………………………………………………………………………………… declare and guarantee that no director, sub-contractor or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name: ………………………………………………………………………………..

Signature: …………………………….. Date: …………………………………….

Company seal/Business stamp

d) NOT INSOLVENT, IN RECEIVERSHIP, BANKRUPT OR IN THE PROCESS OF BEING WOUND UP

I/We ……………………………………………………………………………………. declare and guarantee that the person or the company biding is not insolvent, in receivership, bankrupt or in the process of being wound up.

Name: …………………………………………………………………………………

Signature: ………………………………….. Date: …………………………….

Company seal/Business stamp

FOR OFFICIAL USE ONLY

SECTION VIII PREQUALIFICATION EVALUATION CRITERIA

KMPDB will consider five major categories of criteria for evaluating tenders and Applicants:

A. MANDATORY REQUIREMENTS

The Applicant must provide the following and provide copies of documents to support the information given.

Requirement	Score (Yes or No)
Copy of Certificate of Incorporation, Partnership or Business Registration	
Copy of PIN Certificate	
Copy of Valid Tax Compliance Certificate	
Copy of Valid Trade License/Business Permit from respective county government	
Two Letters of Recommendation from current or previous clients	
Copies of Bank Statements for the past 2 years	
Audited Accounts for the past 2 years	
Name of Bankers and Auditors	
Company Profile	

B. CAPABILITY ASSESSMENT

Requirement	Score
Years in business 0 -1 Year - *1 Mark* 2 Years - *02 Marks* 3 Years - *03 Marks* 4 Years - *04 Marks* 5 Years & Above - *05 Marks*	**05**
Relevant experience with other Public Organizations 1 Public Organization – *02 Marks* 2 Public Organizations – *03 Marks* 3 and Above – *05 Marks*	**05**
Names of at least three clients supplied with similar services 1 Client – *05 Marks* 2 Clients – *10 Marks* 3 Clients – *15 Marks*	**15**
Proof of experience by attached copies of LPOs/LSOs, delivery notes and award letters 1 LPO/LSO/Delivery Note – *03 Marks* 2 LPOs/LSOs/Delivery Notes – *05 Marks* 3 & Above LPOs/LSOs/Delivery Notes – *10 Marks*	**10**
Nature of business related to the prequalification	**05**
Score	**40%**

C. FINANCIAL CAPABILITY

Financial capability will be determined by latest financial statements submitted, as well as letters of reference from the bankers regarding supplier's credit position. Potential suppliers will be registered on the satisfactory information given.

Requirement	**Score**
Audited Accounts for the past 2 years	**15**
Net Worth	**10**
General financial trends for the past 2 years	**15**
Total Score	**40%**

D. OPERATIONAL ASSESSMENT BY SITE VISIT

Requirement	**Score**
Confirmation of Business name and physical address	**03**
Confirmation of originals of attached documents	**03**
Name and qualification of key management and technical staff	**02**
Nature of operation	**03**
Size of business: Small – *01 Mark* Medium – *02 Marks* Large – *03 Marks*	**03**
Customer service centre/after sale service	**02**
Major principles represented Names of the manufacturers, distributors or wholesalers	**03**
Premises owned or leased	**01**
Total Score	**20%**

E. SUMMARY OF EVALUATION

Summary of Evaluation	**Overall Score**
Mandatory Requirements	YES/NO
Capability Assessment	40%
Financial Capability	40%
Operational Assessment by site visit	20%
Total Score	**100%**

N/B: Only bidders who will obtain 70% and above as pass mark shall be prequalified.