GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 2102-01030, GATUNDU

TEL: 0797255245
Website: www.gatundusouthtvc.ac.ke
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OPEN TENDER

TENDER NAME:- SUPPLY, INSTALLATION, IMPLEMENTATION, TRAINING AND COMMISSIONING OF MANAGEMENT INFORMATION SYSTEM FOR GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE

TENDER NO:-GSTVC/01/2021-2022

CLOSING DATE: 26TH AUGUST, 2021

Contents

SECTION I -   INVITATION TO TENDER

OPEN TENDER NO: GSTVC/01/2021-2022

GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE invites sealed tenders from eligible candidates for the Provision of integrated enterprise resource planning (ERP) software solution.

Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **120 days** from the closing date of the tender.

Completed Tender Documents enclosed in plain sealed envelopes, marked with the Tender Name and Number should be deposited in the Tender Box provided at Gatundu South Technical and Vocational College Outside the Administration Block**,** addressed to:

THE PRINCIPAL
GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE,
P.O BOX 2033 -20300,
GATUNDU

To be received on or before TUESDAY 26TH AUGUST, 2021

Tenders must be accompanied by a tender Security of 2% of tender price in form of Bank guarantee from a reputable bank or an insurance company approved by Kenya insurance regulatory authority (IRA) payable to GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE.

Tenders will be opened immediately thereafter in the presence of the tenderers or representatives who may choose to attend at the Hall.

SECTION II -INSTRUCTIONS TO TENDERERS

2.1.   Eligible Tenderers

2.1.1 This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2 Gatundu South Technical and Vocational College employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 59 of the public procurement and Asset Disposal Act 2015.

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

2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Gatundu South Technical and Vocational College, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process

2.2.2 There shall be no charge for the down loaded document

2.2.3 Gatundu South Technical and Vocational College shall allow the tenderer to review the tender document free of charge before purchase.

2.3   Contents of Tender Document

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.
a)   Instructions to Tenderers
b)   General Conditions of Contract
c)   Special Conditions of Contract
d)   Schedule of Requirements
e)   Details of MIS specifications
f)   Form of Tender
g)   Price Schedules
h)   Contract Form
i)   Confidential Business Questionnaire Form
j)   Tender security Form
k)   Performance security Form
l)   Insurance Company's Authorization Form
m)   Declaration Form
n)   Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification 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 tenderers risk and will result in the rejection of the tender.

2.4   Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify Gatundu South Technical and Vocational College by post, or by email at the address indicated in the Invitation for tenders.
Gatundu South Technical and Vocational College will respond in writing to any request for clarification of the tender documents, which received not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by Gatundu South Technical and Vocational College. 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 candidates who have received the tender documents.

2.4.2 Gatundu South Technical and Vocational College shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

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

2.5   Amendment of Tender Documents

2.5.1 At any time prior to the deadline for submission of tenders, Gatundu South Technical and Vocational College for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an- addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Gatundu South Technical and Vocational College, at its discretion, may extend the deadline for the submission of tenders.

2.6   Language of Tenders

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

2.7.   Documents Comprising the Tender

2.7.1The tender prepared by the tenderer shall comprise the following components:
a)   A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
b)   Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
c)   Tender security furnished in accordance with paragraph 2.12
d)   Declaration Form.

2.8.   Form of Tender

2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

2.9.   Tender Prices

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

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to Gatundu South Technical and Vocational College satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

2.12.3 The tender security is required to protect Gatundu South Technical and Vocational College against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of: -
a) Bank guarantees.
b) Such insurance guarantee approved by the Authority.
c) Letter of credit.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by as non-responsive, pursuant to paragraph 2.20.5

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

2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:
a) if a tenderer withdraws its tender during the period of tender validity.
b) in the case of a successful tenderer, if the tenderer fails:
    i. to sign the contract in accordance with paragraph 2.29 or
    ii. to furnish performance security in accordance with paragraph 2.30.
c) if the tenderer reject correction of an arithmetic error in the tender.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for **120 days** after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by Gatundu South Technical and Vocational College as non-responsive.

2.13.2 In exceptional circumstances, Gatundu South Technical and Vocational College. May solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each **"ORIGINAL TENDER"** and **"COPY OF TENDER,"** as appropriate. In the event of anydiscrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

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

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as **"ORIGINAL TENDER"** and **"COPY OF TENDER"**. The envelopes shall then be sealed in an outer envelope.

2.15.2   The inner and outer envelopes shall:
a) Be addressed to THE PRINCIPAL, GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE
    address given in the Invitation to Tender.
b) Bear tender number and name in the invitation to tender and the words, **"DO NOT OPEN BEFORE 10.00 A.M on** 26TH AUGUST, 2021

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

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, Gatundu South Technical and Vocational College will assume no responsibility for the tender's misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE at the address specified under paragraph 2.15.2 not later than 26TH AUGUST, 2021.

2.16.2 GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit the tender box shall be received by GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE as provided for in the appendix.

2.17. Modification and Withdrawal of Tenders

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE prior to the deadline prescribed for submission of tenders.

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

2.18.1 Gatundu South Technical and Vocational College will open all tenders in the presence of tenderers' representatives who may choose to attend, at **10.00 A.M on 26TH AUGUST, 2021** and in the College hall specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as Gatundu South Technical and Vocational College at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 Gatundu South Technical and Vocational College will prepare minutes of the tender opening, which will form part of tender process.

2.19 Clarification of Tenders

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

2.19.2 Any effort by the tenderer to influence Gatundu South Technical and Vocational College tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20   Preliminary Examination and Responsiveness

2.20.1 Gatundu South Technical and Vocational College 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.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

2.20.3 Gatundu South Technical and Vocational College may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, Gatundu South Technical and Vocational College 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 Gatundu South Technical and Vocational College determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by Gatundu South Technical and Vocational College and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21.   Conversion to single currency

2.21.1 Where other currencies are used, Gatundu South Technical and Vocational College will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22.   Evaluation and Comparison of Tenders

2.22.1 Gatundu South Technical and Vocational College will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 Gatundu South Technical and Vocational College evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.
a)   operational plan proposed in the tender;
b)   deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2 the following evaluation methods will be applied.

a) **Operational Plan**

Gatundu South Technical and Vocational College requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements.

Tenderers offering to perform longer than Gatundu South Technical and Vocational College have required delivery time will be treated as non-responsive and rejected.

b) **Deviation in payment schedule**

Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. Gatundu South Technical and Vocational College. May consider the alternative payment schedule offered by the selected tenderer.

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

2.23. Contacting Gatundu South Technical and Vocational College

2.23.1 Subject to paragraph 2.19 no tenderer shall contact Gatundu South Technical and Vocational College.
On any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence The Gatundu South Technical and Vocational College in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24   Post-qualification

2.24.1 Gatundu South Technical and Vocational College will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph

2.11.2, as well as such other information as Gatundu South Technical and Vocational College deems necessary and appropriate.

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

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 Gatundu South Technical and Vocational College will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

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

2.26.   Procuring entity's Right to accept or Reject any or all Tenders

2.26.1 Gatundu South Technical and Vocational College Reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for Gatundu South Technical and Vocational College's action. If The Gatundu South Technical and Vocational College determines that none of the tenders is responsive, they shall notify each tenderer who submitted a tender.

2.26.2 Gatundu South Technical and Vocational College shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer 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.

2.27   Notification of Award

2.27.1 Prior to the expiration of the period of tender validity, Gatundu South Technical and Vocational College will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and Gatundu South Technical and Vocational College pursuant to clause 2.9.
Simultaneously the other tenderers shall be notified that their tenders were not successful.

 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph

2.29 Gatundu South Technical and Vocational College will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

2.28.1 At the same time Gatundu South Technical and Vocational College notifies the successful tenderer that its tender has been accepted, Gatundu South Technical and Vocational College will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract with Gatundu South Technical and Vocational College.

2.28.3 The contract will be definitive upon its signature by the two parties.

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

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to Gatundu South Technical and Vocational College.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event Gatundu South Technical and Vocational College may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 Gatundu South Technical and Vocational College requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 Gatundu South Technical and Vocational College will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for the procurement of ERP Solution shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	**Particulars of Eligible tenderers:** ERP Potential bidders / Companies Licensed by the ICT Authority to transact business in Kenya of the subject matter
2.2.2	Price to be charged for down loaded tender documents.
	None

2.10	Particulars of other currencies allowed. **None**
	Copies of Tender Documents to be Submitted: An original and one (1) copy
2.11	Two copies of tender documents to be submitted: one original and one copy
2.12.2	**Particulars of eligibility and qualifications documents of evidence required** **Copies of:** i) Certificate of Registration from Registrar General ii) Certificate of valid tax compliance from Kenya Revenue Authority iii) iii) Licence from ICT Authority.
	Particulars of tender security if applicable: 2% of Tender Sum, valid for (120) days from date of opening
2.12.4	**Form of tender security:** The Tender Security shall be in the form of a Guarantee from a reputable bank or an insurance company approved by The Government of Kenya (no self-issued tender security).

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1.   Definitions

3.1.1   In this Contract, the following terms shall be interpreted as indicated:

a)   "The Contract" means the agreement entered into between Gatundu South Technical and Vocational College and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein

b)   "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations

c)   "The Services" means services to be provided by the tenderer including any documents, which the tenderer is required to provide to Gatundu South Technical and Vocational College under the Contract.

d)   "Gatundu South Technical and Vocational College" means the organization procuring the services under this Contract

e)   "The Contractor" means the organization or firm providing the services under this Contract.

f)   "GCC" mean the General Conditions of Contract contained in this section.

g)   "SCC" means the Special Conditions of Contract

h)   "Day" means calendar day

i)   "RT" means Restricted tender

3.2.   Application

3.2.1   These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract

3.3.   Standards

3.3.1   The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4.   Use of Contract Documents and Information

3.4.1 The Contractor shall not, without Gatundu South Technical and Vocational College's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of Gatundu South Technical and Vocational College in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without Gatundu South Technical and Vocational College's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of Gatundu South Technical and Vocational College and shall be returned (all copies) to Gatundu South Technical and Vocational College. On completion of the contract's or performance under the Contract if so required by Gatundu South Technical and Vocational College.

3.5. Patent Rights

3.5.1 The Contractor shall indemnify Gatundu South Technical and Vocational College against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6 Performance Security

3.6.1 Within twenty-eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Gatundu South Technical and Vocational College the performance security where applicable in the amount specified in SCC

3.6.2 The proceeds of the performance security shall be payable to Gatundu South Technical and Vocational College as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to Gatundu South Technical and Vocational College and shall be in the form of:
a) Cash.
b) A bank guarantees.
c) Such insurance guarantee approved by the Authority.
d) Letter of credit.

3.6.4 The performance security will be discharged by Gatundu South Technical and Vocational College and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by Gatundu South Technical and Vocational College in the schedule of requirements and the special conditions of contract.

3.8. Payment

3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.82. Payment shall be made promptly by Gatundu South Technical and Vocational College but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9. Prices

3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in Gatundu South Technical and Vocational College's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

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

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

3.9.4 Price variation requests shall be processed by Gatundu South Technical and Vocational College within 30 days of receiving the request.

3.10.   Assignment
3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with Gatundu South Technical and Vocational College's prior written consent.

3.11.   Termination for Default
3.11.1Gatundu South Technical and Vocational College may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:
a.   If the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by Gatundu South Technical and Vocational College.
b.   If the Contractor fails to perform any other obligation(s) under the Contract
c.   If the Contract in the judgment of Gatundu South Technical and Vocational College has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

3.11.2 In the event Gatundu South Technical and Vocational College terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to Gatundu South Technical and Vocational College for any excess costs for such similar services. However, the contractor shall continue performance of the contract to extent not terminated.

3.12.   Termination for Insolvency
3.12.1 Gatundu South Technical and Vocational College may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Gatundu South Technical and Vocational College.

3.13.   Termination for Convenience
3.13.1 Gatundu South Technical and Vocational College by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination Gatundu South Technical and Vocational College may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.14   Resolution of Disputes

3.14.1 Gatundu South Technical and Vocational College and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15.   Governing Language

3.15.1 The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16.   Applicable Law

3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.

3.17   Force Majeure

3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that it delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.18   Notices

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

Notes on Special Conditions of Contract

1.   The clauses in this section are intended to assist Gatundu South Technical and Vocational College in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract

2.   The Provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of Gatundu South Technical and Vocational College and the ERP required. In preparing Section IV, the following aspects should be taken into consideration.
    (a)   Information that complement provisions of Section III must be incorporated; and
    (b)   Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the specific insurance cover required must also be incorporated.

3.   Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract, the provisions of the special conditions of contract shall prevail over the provisions of the general conditions of contract.

4.   Any clause to be included in this section must be consistent with the applicable public procurement law and regulations.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

Reference of General Conditions of Contract	Special Condition of Contract
3.6 Performance security	Specify performance security if applicable: 10%
3.8 Payment	Specify as necessary: **On installment basis upon signing of the contract and delivery of policy documents**
3.9 Price adjustment	Specify price adjustments: **None**
3.16 Applicable law	Specify resolution of disputes allowed: **Disputes to be settled as per the Arbitration Law of Kenya**
3.18 Notices	Indicate full address of Gatundu South Technical and Vocational College. Client: Gatundu South Technical and Vocational College, P.O BOX102-01030 Gatundu

SECTION VI - SCHEDULE OF REQUIREMENTS
(1)   GENERAL

S/No	Descriptions	Item Descriptions
1.	Bid inviting authority	
2.	Bid reference Number	
3.	Place of execution	Gatundu South Technical and Vocational college
4.	Cost of tender document	1,000 per set or download free of charge from Website
5.	Date and time for Tender Request	16th August, 2021
6.	Last date for submitting queries for clarification	26th August, 2021

7.	Response to clarification by email	Three days after receipt but not later than 7 days before closing date
8.	Place, date and time to open the bid responses	Gatundu South Technical and Vocational College Hall 10.00 A.M on 26th August, 2021
9.	Contact person for queries	Procurement Officer on email: gatundusouthtvc@gmail.com
10.	Addressee and address at which proposal is response to tender notice is to be submitted	The Principal, GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE Po Box 102-1030
11.	Bid bond	2% of tender price
12.	Bid validity period	120 days
13.	Acceptance of awards	7 days after notification
14.	Date line/ last date for furnishing performance security	14 days after award of contract
15.	Performance Bank guarantee (PBG)	10% of total cost of contract
16.	Performance security validity period	Valid till handing over of the said contract
17.	Date line /last date for signing performance agreement	Within 30 days after award
18.	Date and time of submission of the Tender document	**10.00 A.M on** Thursday, 26th August, 2021

SECTION VII: TECHNICAL SPECIFICATIONS

2.0 SOFTWARE SPECIFICATIONS

The College needs a **LOCALLY DEVELOPED**, efficient, user-friendly, and cost-effective ERP Solution that should be able to address all its needs. In particular, the system should meet the following general specifications: -

2.1   General Features

2.1.1   *Workflow Management*

The system must support document workflow. This involves ability to conform to Institution accounting policies, processes and procedures, managing admission process and records.

2.1.2   *Importing /Exporting Data*

The system should be able to import and export data to/from other applications such as MS Word, MS Excel, Email, PDF, SQL etc.

2.1.3   *Access Points*

It is envisaged that there shall be a centralized site where the database will reside. All end users (in various departments and any other Units of the Institute) must be able to access that system from any point within and outside the Institution.

2.1.4   *Integration and Data Migration*

The system should be easy to integrate with existing systems. Additionally, it should enable e-mail, SMS and mobile apps integration. The ERP system should also provide for the migration of data

from the current systems in use in the Institution and also enable export/import of data to and from other applications across different formats such as MS Word, MS Excel, plain text file, e-mail or PDF.

2.1.5   Operating Platforms

The ERP system must run on platforms that are compatible with the existing operating systems and data base management platforms. The system should be hosted locally at Gatundu South Technical and Vocational College and should run on any of the common Operating Systems such as Linux, Windows or Mac OS. The bidder should provide technical specifications of ICT infrastructure required to successfully run the proposed system.

2.1.6   Online Platform

The system should be able to provide for integration with web browsers for communication with clients such as students, staff, creditors, banks etc. It should enable data access via the web for most of its functions, including but not limited to: Online applications by prospective students, Registration by students, Course registration, Examinations results, Room bookings etc. It should be able to work across modern browsers.

2.1.7   Reports

The ERP system must have excellent dashboards for senior College personnel and College Management reports. It should have its inbuilt report writer with ability to create reports and export them to MS Word, MS Excel, Email, PDF etc. It should also have the ability to transform existing data in a report into a chart or graph.

2.1.8 Security and Reliability

The system should provide for multi-layered access and approval rights. It should enable configuration of users based on their roles and responsibilities in the system. The system should also be able to make use of the login ID to identify and track all user transactions within the system. The bidder should be able to describe how the system will mitigate against single point of failures in the system architecture. The bidder should also be able to describe the approach to load balancing. The system should also support use of bio metrics. The system should have the ability to provide the complete access logs and audit trail report to allow users to trace the origin of all events. In addition, the system should allow data transfer within a wide area network in a secure mode.

2.1.9 Backup

The system must have the capability of performing incremental backups without system downtime. It must provide for secure backup facilities to enable complete file restore and recovery in case of a disaster. Implementation must include an offsite online backup of the entire system. The bidder must indicate how the offsite backup will be achieved. The bidder should clearly propose a backup solution which can facilitate efficient data recovery.

2.1.10 Performance

The ERP system should guarantee high performance and productivity. During admission or course registration process, at least 2,000 students should be processed by the system in a day without downtime or overload.

2.1.11 Number of Users

The system should support over 300 concurrent users efficiently and without unnecessary queues in the system with ability for future upgrade and scalability.

2.1.12 Training

Training is expected to be conducted for Top College Management, Middle level management, Technical staff and Operational staff/users. Bidders should give a training proposal for these categories of staff and must give the details of the content, duration and cost of training.

2.1.13 Implementation Plan

Bidders must give detailed implementation plan including specific time frames per activity. The implementation schedule should be monitored in order to control unnecessary delays, implementation cost and overall project progress. Clear timeline of activities shall need to be outlined, observed and reported.

2.1.14 Acceptance Test

Bidders must give details of acceptance tests to be undertaken during user acceptance testing. It is expected that the details of acceptance tests and testing procedures to be undertaken during user acceptance testing of the system commissioning will be documented.

2.1.15 Documentation

Technical documentation and user manuals for the ERP must be provided and should contain sufficient details to allow the relevant College staff to operate the system. Comprehensive user guides and documentations of all the modules should be provided.

2.1.16 Products License

Bidders must give the cost of the software license if any. Any commercial software products that will be used within the project should have an Open Subscription License (OSL). The price quoted must reflect the discounts given to Government institutions. Server software should be licensed on per server mode and not on per client. The licensing alternatives for quoted products from other software companies should all be listed with the benefits and requirements of each product.

2.1.17 Reference Sites

It is required that the proposed ERP system has a large user base in institutions TVETA. Bidders must list the installed sites for the proposed ERP in commensurate institutions of higher learning including the names and contact persons for at least three(3) TVETAS same ERP.

2.1.18 Warranty and Maintenance Contract

Bidders must indicate the duration of the warranty period from the date of system commissioning which must not be less than three (3) years. Bidders must also give the cost of maintenance of the ERP system after the warranty period.

3.0 DETAILED ERP REQUIREMENTS

The ERP solution should be a fully integrated system with all the modules required to automate College processes. The ERP will consist of the following modules and sub modules:

No.	Module and Sub modules	Response/Comment
1.	**Academic Module** *(Admission of NYS, Self-Sponsored (SP), KUCCPS Timetabling, Course Registration, Course Loading, Examination, Industrial attachment, Field trips, deferments Lecturer Evaluation, Graduation Lists, TVET MIS Integration)*	
2.	**Finance Module** *(General Ledger, Accounts Payable, Accounts Receivables, Fixed Assets, Imprest Management, Management, Payroll, Part Timers Lecturers Module and aging of creditors and debtors)*	
3.	**Administration & Human Resources Module** *(Personnel Management, Recruitment, Promotions, Payroll Processing, Contract/ Study Leave, Training/ Workshops/ Seminars, Industrial Attachment, Internal and External Part- Timer Lecturers, Customer Feedback)*	
4.	**Student Affairs Module** *(Student Disciplinary, Student Online Voting, Catering Services/ Pay As You Eat)*	
5.	**Procurement Module** *(Procurement processing, Procurement Planning and Budgeting, Inventory Control and Stores*	
6.	**Asset Management** (Asset Register, Asset Disposal, Contract Management, Registration of suppliers)	
7.	**Library Module** (Library Transactions, Catalogues, Issuance of Books)	

4.0 ACADEMIC MODULES
4.1 Student Admission and Course Registration
This module entails managing of students' information in the college with regards to application, admission, examinations and issuing of final certificates. The system should be able to capture and manage all information flows and data about students enrolled in certificate, diploma, artisan, and CBET programs with their specific particularities and in a format that conforms to KUCCPS and TVET MIS data requirements.

The data to be captured includes personal information including KCSE and KCPE index numbers, qualifications, applications, admissions, tele phone numbers, registration, programs, courses, fees, finances, bursaries, scholarships/grants, cocurricular activities among others. Administrators should be able to access and change the stored information within boundaries set by the Management (user level with defined user rights and securities). The course registration sub module shall avail the list of courses that the student will be required to register for within the stipulated time. A student shall be required to clear with finance before they can be allowed to register for courses within any given term.

4.1.1 Expected Features
  a) The system should allow registering/admitting a new student (local or international) online.
  b) The system should accept the formatted list of new Government Sponsored Students (GSSP) first years from Kenya Universities and Central Placement Service (KUCCPS) and generate student registration numbers and online admission letters.
  c) The system should enable online application by Privately Sponsored Students (PSSP) and international students and generate online admission letters once the application has been approved.
  d) Capability of the system to send letters of admission online to successful candidates.
  e) The system should allow authorization levels for the various functionalities within the Admissions Department.
  f) Registration: The system should be able to show a list of Departments (both academic and non-academic).
  g) Registration: The system should be able to show the list of programs and must at least satisfy the following criteria:
        i. Programme/Course Code
        ii. Programme/Course description.
        iii. Department where it belongs.
        iv. Level of study.
        v. Admission Requirements (as described in the College curriculum)
        vi. Duration of the program.
        vii. Fees for each programme
  h) Registration: The system should show the list of student's current status e.g. Active, Deferred, Field attachment, suspended, to graduate etc.
  i) Registration: The system should show the options of modes of study – e.g. Full-time, Parttime, Evening, ODEL etc.
  j) Admission: The system should be able to capture and store at least the following basic information:

(i)Admission number (ii) Names iii) KCSE Index number and Year (iv.) KCPE index Nmber and Year (v) Date of birth (vi) Gender (vii) Marital status (viii) ID Number (ix)Nationality (x) Religion (xi) County (xii) Sub County (xiii) Postal address (xiv) Placement type e.g. Kuccps or Self (xiii) Mobile Number (xiv) Sponsor e.g. Self or Institution/Govt (xv) E-mail address

(xvi)Class code/Programmee.g. DHRM 21J (xvii) Reason e.g. New student (xviii) Stay status e.g. Resident or Non-resident (xix) Student status e.g. Active or deferred (xx) Specialization (xxi)Languages spoken (xxii) Emergency contacts (xxiii) Medical information (xxiv) Cocurricular activities (xxv) Next of Kin (xxvi) Academic background – (should not be limited) (xxvii)Work experience (xxviii) Academic referees (xxix) Attachments (xxx) Memo/notes and

(xxxi)Photo

n) The system should have a facility for electronic integration to Microsoft Excel, MS Word etc.
o) The system should provide integration facility to other third-party applications e.g. HELB, KUCCPS, NHIF etc.
p) Handle transfers (inter transfers, inter/intradepartmental transfers).
q) Keep a list of all offered programmes, and their details.
r) Accept students in all the offered programmes
s) Enable data access of registered students by other related modules.
t) Enable student tracing by registration number or name.
u) Online deferment application form and an auto responder.
v) Online applications and registration.
w) Allow generation of student's ID cards.
x) Allow change of mode of study e.g. from full-time to part-time.
y) Academic tracking for postgraduate students.
z) aa)The system should allow integration with student biometric identification system and student smart card system.
bb) The system should enable the registration of courses for a registered student from the courses pool.
cc) Advise on course loading so that a student may not under/over-register for a given Term.
dd) Allow credit transfers for already earned credits.
ee) Should allow importation of student data from an application pool for new admission/registration.
ff) System should move all students in a module to the next module with provision for editing the list.

4.1.2 Expected Reports
a) Generate admission/registration reports and forms.
b) Generate student registration numbers and online admission/regret letters.
c) Online and downloadable admission letters for students.
d) Registration reports by: (i) Programme (ii) Mode of learning – Full-time, Part-time (Day, evening or weekend), ODEL, -based (iv) Year of enrolment (v) Year of study (vi) Gender (vii) Units registered per student (viii) County (ix) Nationality (x) Sponsor
e) New online enquiries.
f) New enrolment from online registration.
g) Online registration forms.
h) Change of course reports – rejected, pending or approved.
i) Deferred students.
j) Discontinued students.

k) Students with disciplinary cases.
l) Class list.
m) Individual student course registration form.
n) Generation of Nominal rolls after all students have registered.
o) List of students on scholarship.
p) List of admitted International students with details of nationality and gender.
q) Statistics of International Students per Country, Gender, Programme, Type of Passport, ID Number, Year and Accommodation.

4.2 Timetabling / Scheduling

This module is the one that captures the starting date of a term/ Term and makes all the timetables and almanac.

4.2.1 Expected Features

a) Manage both Class and Examination timetables.
b) Keep a record of all teaching facilities:
   i. Lecture rooms and their capacity
   ii. Labs category and their capacity
   iii. Demonstration units
c) Access registration data from admission and course registration module to allocate teaching rooms.
d) The system should allow adding new timetable.
e) The system should allow updating the timetable.
f) Event calendar: The system should maintain the upcoming events date and time. g)Individual class timetables
h) Staff timetables
i) Departmental/Institute wide timetables
j) Lecture room allocation depending on size
k) Access timetable online

4.2.2 Expected Reports

a)Generate teaching and examination timetables
b)Produce timetable reports based on:
   i. Room
   ii. Class
   iii. Course
   iv. Labs
   v. Trainer
c) Enable online query of timetable schedules
d)Course allocation report
NB: Different Campuses will operate different timetables.

4.3 Course Loading/Allocation

This Module is used by Academic Departments to allocate courses to full-time lecturers and parttime lecturers.

4.3.1 Expected Features

a) To keep a list of all lecturers (access from Human Resource Module) and the course loading in a given Term.
b) To enable the allocation of courses to Lecturers each Term, so that a lecturer may not be over/under loaded.
c) To cater for part-time teaching.
d) Manage teaching claims (for internal /external part-time lecturers).
e) Online request for part-time payments.

4.3.2 Expected Reports

a) List of all lecturers and their work load in a given Term.
b) List of internal/external part time lecturers by Department, and Term.
c) List of over/under loaded lecturers by Department, and Term.
d) Class and department timetable
e) Master timetable
f) Summary of outstanding internal/external part time claims as approved by Department

4.4 Examination and Online Results

Examination module helps to create examinations data, schedule examinations, enter and publish the results, print examination cards, provisional transcripts and generate examination reports in various formats. The academic module should store comprehensive /Institution data including lecturers, courses, curriculum, and unit registration among others which will be accessed by this sub module. It integrates all academic data to produce various reports like transcripts, student performance analysis and many more. The module captures marks from the examiner which then goes through the Institution chains of moderation of results.

4.4.1 Expected Features

The system should be able to: -

a) Enable submission and approval of marks online.
b) Store /Institute details.
c) Store lecturer's details.
d) Store course and curriculum details.
e) Store unit registration details.
f) Store students' marks.
g) Show the list of courses/units with the following requirements:
    (i) Unit Code e.g. 2920/201
    (ii) Unit Name E.g. Introduction to Communication Skills
    (iii) Department
    (iv) Subject area
    (v) Contact hours per week e.g. 3
    (vi) Indicate whether is a common course
    (vii) Campus e.g. Main Campus
    (viii) Mark type e.g. CAT, Examination
    (ix) Final mark computation e.g. CAT= 30%, Examination = 70%, or CAT= 40%, Examination = 60%,
h) Show the list of Trainers with the following information:
    i) Title
    (ii) PF Number

(iii)   Department

(iv)   Qualification level

(v)   Teaching Units associated with the Trainer

(vi)   Postal address

(vii)   Telephone number

(viii) E-mail address

i)   Show mark symbols: (i) Missing mark (ii) Supplementary (iii) Incomplete (iv) CRNM etc.

j)   Have grade settings: (i) CBET (ii) Diploma (iii) Craft Certificate (iv) Artisan

k)   Generate end of year weighted average marks for each student.

l)   Show the Institute curriculum (course catalogue) as approved by the relevant Government authorities

m)   Allow lecturers to enter student CATs, assignment, projects and final examinations marks.

n)   Allow student reports to be done by Departments, Sections and other defined categories.

o)   Allow HODs   to add, delete, update and view student academic record.

p)   Enable student grades/history have a drill down facility.

q)   Allow printing of student reports in different formats e.g. Pdf, excel etc.

r)   Allow the Deputy Principal Academic to view the whole student academic record.

s)   Support analysis of data in several ways.

t)   Support graphical representation of data.

u)   Enable integration with other powerful report writers.

v)   Allow recording and maintaining student examination attendance.

w)   Maintain the records of marks student got in particular class and subject/course.

x)   Allow recording and maintaining staff/Trainer attendance.

y)   Track and trace fails for academic warnings and/or discontinuation.

z)   Cumulative results for the specific programmes.

aa) Register students for examinations online and generate examination cards (bar coded or QR coded) based on fee payment.

bb) Keep track of submission and collection of Examination papers at Examinations office.
cc)Support Biometric based class and examination attendance. dd)Enable the computation of student completion rate statistics.

ee) Enable online Examination results.

ff) Archive student examination records for future reference.

4.4.2 Expected Reports

a)   Variety of reports to be presented and discussed in different committees:

    i.   Departmental Mark sheets.

    ii.   Consolidated Mark sheets.

    iii.   Exam analysis

    iv.   Supplementary/ special exam lists

    v.   Grading lists

    vi.   Board reports.

   vii. Graduation Lists.

   viii. Class Lists.

    ix. Service Access Cards

    x.   Exam cards (bar coded or QR coded).

    xi.   Students on award/prize lists.

b) Completion and cluster statistics e.g. by gender.
c) Provisional and final academic transcripts.
d) Academic certificates.

4.5   Trainer Evaluation
The system should allow Students to evaluate the lecturer for each course and evaluate/rate the course based on criteria.

4.5.1 Expected Features
a) Students to evaluate the lecturer for each course: content delivery, preparation for class, punctuality in class, ability to explain the material, temperament in class, concerned for student learning, willingness to help student outside class, stimulation of thinking, presentations, grading on CATs, overall rating, and instructor's competence.
b) Students to evaluate/rate the course: organization of the course, completion of the syllabus, handouts, homework and other continuous assessment techniques, rating of the course, distribution of course materials, availability of reading materials/equipment etc.

4.5.2 Expected Reports
a) Analyzed Lecturer and Course evaluation reports

4.6   Classification and Graduation
4.6.1 Expected Features
The system should:
a) Classify and grade the graduating students according to qualifications classes and categories.
b) Allow only students who have cleared fees to graduate.
c) Manage issuing of gowns and graduation booklets.
d) Keep track of issuance and collectionof qualifications certificates.
e) Enable clearance of the student after graduation.
f) Migrate graduated students to Alumni module.

4.6.2 Expected Reports
a) List of graduating students according to classifications (Distinction, Credit, Pass, Referred, CRNM)
b) List of graduands according to categories (Certificate, Diploma, Artisan, CBET).

5.0 FINANCE MODULES

5.1   General Expected Features
1. Multi-currency
2. Multi-user support
3. Work in progress listing e.g. documents waiting for action by specific users.
4. Privilege based dashboard
5. Alert and triggers on all possible transactions and deadlines

5.1.1 General Ledger
5.1.1 Expected Features
a) Must support accrual-based accounting format

b) Flexible multi –level account structure with at least levels to cater for Institute,

c) c)Flexible closing dates

d) Multi-journal entry types, standard journal entries recurring, statistical, reversing journal entry templates and subsidiary application journal.

e) Financial report writer. An unlimited number of completely customized financial statements based on user–defined, row and column templates and organizational structures.

f) On–line drilldown account analysis from account balances or financial statements all the way to the source transaction in general ledger or sub-ledger.

g) Automatic consolidation of figures and adjusting entries.

h) Automatic inter-company balancing.

i) Distribution templates to be set up in advance for use during journal entry.

j) Aging of debtors and creditors

5.1.2 Expected Reports

a) Multi-currency reporting

b) Chart of accounts listing

c)Class/sub-class listing

d) General ledger report: transaction listing

e) Journal entry listing including recurring/periodical journals

f) Trial balance. Generate trial balance for each account.

g) Income and expenditure (statement of financial performance)

h) Balance sheet (statement of financial position)

i) Statement of movement of funds

j) Statement of cash-flows

k) All statements to be in conformity with IPSAS accrual and standard

l) Comparison of budget and actual report

5.2 Accounts Payable (Expenditure)

5.2.1 Expected Features

a) Support for recurring expenditure: Permits for creation of weekly, monthly and quarterly recurring reports.

b) On–line drill down analysis: Full drill down from the invoice to the payments and vice–versa information.

c) Flexible payment approval: To allow selecting vouchers for payment based on vendor, vendor group, Company name, voucher number, invoice number, voucher priority, voucher amount.

d) Allow sorting various attributes: due date, vendor number, vendor payment group, invoice number, voucher number payment priority or open amount.

e) Payment controls: Vouchers can be paid based on due date, priority, category, payment type, group vendor or any combination.

f) Both vendors and payment vouchers can be put on hold to prevent processing of requisitions, orders, invoices and payments.

g) Recovery and accumulation of VAT for settlement

h) Posting all the way to general ledger

i) Full creditor reconciliation.

j) Allow for aging analysis

k) Payment workflows: from invoicing to cheque disbursement

l) Alerts and triggers

5.2.2 Expected Reports

a) Aged payables
b) Vendor activity: detail and summary report
c) Vendor register
d) Payment voucher listings
e) Recurring payment vouchers schedule listings
f) Creditors listing report by code and name
g) Payment on hold report
h) Cheque register for creditors
i) Disbursement of cheques
j) VAT returns
k) Creditors mailing labels
l) Statutory reports e.g. withholding tax, VAT

5.3   Accounts Receivables & Students Finance (Revenue)

5.3.1 Expected Features

a) Maintain Master Record for each student pertaining Fees Management
b) Allow ability to invoice different terms of the year
c) HELB and Bursary Management
d) Maintain student statements of account
e) Posting all the way to general ledger
f) Handle cash sales for Income Generating Activities
g) Support for integration with other systems e.g. banks, Mobile money etc.
h) Capitation data records
i) Support /show sponsorship data e.g. NYS, Self, Part-Time, GoK

5.3.2 Expected Reports

a) Customer activity/transaction reporting detail and in summary
b) Students Debtors report
c) Custom reports by user defined parameters
d) Departmental arrears and prepayments e.g. date dd/mm/yyyy to dd/mm/yyyy
e) Produce report of student granted capitation
f) Produce report on NYS payments.

5.4   Fixed Assets

5.4.1 Expected Features

a) Unique asset identification
b) Depreciation management
c) Linked to procurement modules for asset acquisition and disposal
d) Asset re-valuations
e) Identification label printing, bar coding, RFID and asset image
f) Asset classification and management: maintenance costs, asset management triggers–high cost of maintenance etc.
g) Asset ownership drill down: Location, Department, Office

5.4.2 Expected Reports

a) Valuation reports
b) Asset listings
c) Assets transactions listing
d) Insurance/Tax report
e) Asset drill-down report

5.5   Imprest Management

5.5.1 Expected Features

a) Imprest application, issuance, accounting and recovery.
b) Generate imprest forms and automatically number the documents serially in a custom format.
c) Specify the envisaged accounting date.
d) Automatic alerts for overdue unaccounted for imprests: SMS, emails.
e) Linked to the Payroll Module for recovery of unaccounted imprests.
f) Embedded control to stop issuance of a further imprest to staff with an existing unaccounted imprest.

5.5.2 Expected Reports

a) Age analysis of unaccounted imprests.
b) Cumulative balances analysis.
c) Imprest reconciliation.
d) Individual statement/report.
e) Quarterly/monthly/yearly reports.

5.6   Budgetary and Vote Book
5.6.1 Expected Features

a) Allocate budgets from bottom up, top down, or a combination of both.
b) Strong management capabilities to allow for seamless integration of multiple Department budgets.
c) Automatic integration of current financial information to the budget making process.
d) Copy budgets from previous periods and revise actual figures or budget figures by using an adjustment factor.
e) Unlimited budget plans that allow importing and unlimited number of budgets from popular spreadsheet or other custom budgeting systems.
f) Revenue and cost to be redistributed based on user-defined rules, viable allocation (statistical and financial), and step down and net allocations.
g) Support "what if" analysis for the budget making process.
h) Extract important data and create relationships between data points to illustrate patterns, trends, and exceptions that indicate how your business is doing and where it is going.
i) Support for user defined budget formulas.

5.6.2 Expected Reports

a) Budget Comparison Report.
b) Print budgeting summary and detail.

5.7 Cash Office/Cash Book

5.7.1Expected Features

a) Support for unlimited number of bank accounts with ability to pre-define each bank/cash account.
b) Online drill down account analysis from various banks/bank statements all the way to the source transaction in the general-ledger.
c) Automatic receipting and posting all the way to the general ledger accounts.
d) Automatic generation of payments, a cheque writer both for Kalamazoo type of cheque and ordinary cheque and posting direct to the general ledger.
e) Cash management workflow.
f) The system must support bank reconciliations across multiple banks and allow financial charges to be allocated across multiple accounts.
g) Full bank and cash reconciliations including deposits, disbursements and adjustments.
h) Flexibility to import transactions from various banks systems.

5.7.2Expected Reports

a) Bank reconciliation Statements.
b) Cash flow projection statement.
c) Cash book.
d) Creation of sponsors and donors.
e) Uploading of approved fees structure template per Programme/ per unit.
f) Uploading students fund accounts (HELB, CDF and other sponsors).
g) Payment due listing e.g. tuition, medical, field trips etc.
h) Miscellaneous payments.
i) Excess fee (prepayment).
j) Fee refund.
k) Cheque clearing status.
l) Mass invoicing.

5.7.3 Expected Reports

a) Fee collection report (daily, monthly, Term, annually,).
b) Student fee statement.

5.8 Project Management

The project management module housed under development unit will be integrated with finance modules.

5.8.1 Expected Features

a) Creation of project names.
b) Creation of project numbers.
c) Creation of project coordinators.
d) Creation of project location.
e) Project budgets.
f) Setting up project beneficiaries.

NOTE: Project profiles are maintained outside Finance Department.

5.8.2 Expected Reports
a) Project Budget vs. Actual reports.
b) Project Bank reconciliation statements.
c) Project progress report (Disbursement vs Expenditure).
d) Project cash-flow status report.

5.9 Payroll
a) The payroll module housed under HR should integrate with the General Ledger Module.
b) Should have ability to send pay slips to employee through e-mail.

5.9.1 Medical Claims/Refunds:
a) The Medical claims/refund module housed under Health services should integrate with Finance modules.

5.10 Part-Timer Lecturers Module:
a) Part-timers module under HR should integrate with Finance modules

5.11   Financial Reporting
Ability to generate the following reports:
  a) General Ledger
  b) Cash Book
  c) Trial Balance
  d) Statement of Financial Performance
  e) Statement of Financial Position
  f) Statement of Cash Flows
  g) Statement of changes in equity
  h) Statement of budget comparison
  i) Notes to the financial statements
  j) Support documents for audit file

6.0 PROCUREMENT MODULES
This module should enable e-procurement of goods and services using electronic methods in every stage to ensure efficiency & transparency. The system should facilitate electronic processes in e-Prequalification, e-Tendering, e-Submission, e-Evaluation, e-Awarding, Order Status, e-Invoicing, ePayment, and e-Contract management.

General features
a) Linking with suppliers electronically
b) Generating orders online directly to suppliers.
c) Indent management, e-Informing, e-Tendering, e-Auctioning, vendor management, catalogue management, purchase order integration, order status, and e-Invoicing.

6.1   Procurement Planning and Budgeting
6.1.1Expected Features
a) Identifying user procurement needs
b) Incorporated strategy in procurement plans.
c) Consolidation of departmental procurement plans to the consolidated procurement plan.
   d)Integrated planning and budgeting.

e) Integrating approved procurement plan with approved budget.
f) Provisions for Preference and Reservation margins in procurement planning e.g. 30% rule for special groups.
g) Procurement plan implementation.
h) Procurement plan monitoring, evaluation and review.

6.1.2 Expected Reports
a) Procurement plan
b) Statutory reports
c) Key performance indicators.
d) Measuring procurement plan performance versus actual performance.
e) Actual performance for Preference and Reservation (special group).
f) Variance analysis.
g) Periodic reports.

6.2   Supplier Management
6.2.1 Expected Features
a) Registration and management of suppliers
b) User–defined supplier categories: Supplier categories are user definable.
c) Supplier unique identifiers (auto generated):
d) Supplier prequalification and registration. e.g. Name of directors, Phone no., AGPO Certificate No. etc
e) Supplier re-evaluation of mandatory requirements e.g. tax certificate, business license, practicing licences, AGPO Certificates etc
f) Real time opportunities to do business. i.e Contract duration
g) Maintenance of supplier profile e.g. tender and quotes awarded.

6.2.2 Expected Reports
a) Suppliers register
b) Tenders/quotation awarded.
c) Supplier movement report.
d) Supplier appraisal

6.3 Procurement Processing
6.3.1 Expected Features
a) User purchase requisition.
b) Commitment of order account/vote to be charged against balances.
c) Purchase order processing linked to purchase requisitions.
d) System generated purchase orders with unique order identification numbers.
e) Tender price listing with preferred suppliers and last purchase price.
f) Pending orders/dues in/purchase order not yet delivered listing.
g) Order management including approvals, validity and cancellation.
h) Complete order drill down
i) Global update facility.

6.3.2 Expected Reports

a) Price list and price updates
b) Outstanding purchase orders
c) Purchase order partially supplied.
d) Supplier performance and appraisal.
e) Purchase orders periodic
f) Orders due for cancellation.
g) Purchase orders details.
h) Order payment status
i) Transaction history.
j) Periodic reports on orders placed, cancelled and pending; daily, monthly, quarterly, half yearly and annually.

6.4   Inventory Control and Stores Management

This module should allow the Stores Department to distribute and track stock levels of all items in the College. It should enable real-time data communication between stores and the user departments for store-level activities, including item look-up, stock counts, and transfers. ERP Store & Inventory Management should provide real-time, multi-channel access to centralized perpetual inventory for all channels.

6.4.1 Expected Features

This module should have the following features:

a) Classification of stores/categories
b) Storing and stocking condition.
c) Stores life time/shelf life
d) Explosive and inflammable stores security signs.
e) Establishing stock levels for common user items.
f) Location of stores.
g) Perpetual stock taking
h) Receiving against LPOs with strict observance of LPO quantities.
i) Register of inventory with unique identification on items.
j) Stores Catalogue (Item master) management
k) Inspection and acceptance
l) Maximum stock level: The system should be able to define/give the maximum amount of stock the Institute would wish to hold. This could represent enough stock for a term, month or a week, or it might be as much as the store has space for, or it might depend on the order size needed to qualify for a quantity discount – known as the Economic Order Quantity (EOQ).
m) Minimum stock level: The system should be able to define/give the minimum amount of product the Institute   would want to hold in stock. Assuming the minimum stock level is more than zero, otherwise known as buffer stock.
n) Re-order level: The system should allow a trigger point, so that when stocks fall to this level, the next order should be placed.
o) The system should allow online authorization levels for the various functionalities within Stores & Inventory Division/Department.
p) Have full audit trail of all stock movements
q) Support different costing methods for inventory

r) Standard issue price

s) Linked to vote book module

t) Stock transaction retention's in accordance with the statutory provisions. u)Stock history file

v) Bins locations

w) Integrated with order and purchase ordering modules

x) Issue of items against departmental budget allocation

y) Update stock by goods received notes and purchase invoices

z) Stock movement records showing fast- and slow-moving stocks aa)Inventory counts changes and adjustments

bb) Provides allocation of back ordered inventory items to sales orders

cc) Partial delivery

dd) Global update facility.

ee) Online approvals

6.4.2 Expected Reports

a) Inventory levels, re-order levels and re-order quantities.

b) Shelf-life status

c) Dues in/out

d) Worn and obsolete or deteriorated stores.

e) Order status.

f) Rejected orders/goods returned.

g) Inspection and acceptance

h) Receiving/Issue analysis

i) Date of last issue

j) Store/Item transaction history

k) Inventory listings

l) Stock movement and Stock taking report

m) Generate GRN (Goods Received Note)

6.5 Contract Management

The module should be able to effectively manage all the activities of the project as per the work plan

6.5.1 Expected Features

a) Negotiation and Authorization management.

b) Project planning (work plan)

c) Contract execution

d) Contract variation

e) Monitoring and evaluation

f) Payment of certificates

g) Certificate of completion

6.5.2 Expected Reports

a) Contract status

b) Contract variation

c) Completed contracts

d) Certificate of completion

6.6   Asset Disposal
  6.6.1 Expected Features

a) Identification of disposal stores and equipment which are obsolete, unserviceable or surplus to requirement.
b) Declaration of disposal stores by user Department.
c) Provisions for preference, collate and prepare disposal plan.
d) Provisions for Preference and Reservation margins in disposals e.g. 30% allocation rule for Special Groups.
e) Valuation and Reserve price.
f) Method of disposal.
g) Authorization to dispose.
h) Award of disposal.

  6.6.2 Expected Reports
a) Disposal Plan.
b) List of items to be disposed.
c) List of items disposed, disposal method used and amount per category e.g. special groups.

7.0 ADMINISTRATION AND HUMAN RESOURCES MODULES

The system should enable automation of the following functions: Personnel Information (Biodata) Management, Leave/Time off Management, Document Management, Staff Training, Time and Attendance Management, Recruitment and On-Boarding, Payroll Management, Disciplinary Tracking, Performance Appraisal, Manpower Planning and Exit Management. The system should address all aspects regarding personnel management for the entire life of an employee. It should keep the entire file of an employee basic details, photo, hire details, detailed contacts, personal information (including PF Number, Post, Department/Section, PIN Number, NHIF, NSSF, and VISA, Passport, driving license details including expiry dates, benefits, reviews, dependents, documents attachments (all documents should be scanned and attached here) and an entire section for making any notes.

The system should allow integration with biometric system for staff identification, attendance and security.

7.1   Personnel Management
  7.1.1 Expected Features
The Personnel Management module should be able to:-
 a) Keep records of personal information e.g. Name, Date of Birth, Gender, Photo, ID Number, PF Number, Date of Employment, Date of Retirement, Dependents, NSSF card, NHIF card etc.
c) Allow authorization levels for the various functionalities within Human Resource Department.
d) Capture and store all employee details & picture capturing.
e) Give the Section or Department of the employee.
f) Store job descriptions, minimum skill requirements and salary grade levels by position.
g) Manage transfer process i.e. inter Office or Departmental transfer.
h) Store all employee documents e.g. resume, applications, and accident reports and allow viewing in formats such as Word, Excel and PDF.
i) Track and store individual skills e.g. Courses, certifications and grades received, awards, accomplishments and recognition each employee has received over the years.

j) Show employee service history.
k) Automate Leave application process by enabling end-to-end online leave management e.g. Annual Leave, Paternity Leave, Study Leave, Leave of Absence, Unpaid Leave etc.
l) Monitor employee suspension, discharge, and disciplinary action.
m) Keep and manage records of employee training, performance, awards and appraisals.
n) Track employee identification with the use of biometrics and smartcard.
o) Give alerts on important employee related transactions.
p) Provide an option for storing scanned documents electronically.
q) Provide the easiest way to organize employee files and store all the confidential information.
r) Control confidential information with various security levels for different users.
s) Facility for electronic integration with other file formats such as Microsoft Excel, Ms Word, PDF etc.
t) Track all vacations, leaves and absences, and never pay for time that was not earned.
u) Have all documentation in case of any employee dispute.
v) Schedule reminders for performance reviews, benefit eligibility, probation periods, training and other events.
w) Track all employee's performance reviews including past reviews.
x) Document all written and verbal warnings, incidents and capture employee and supervisor comments plus disciplinary actions.
y) Automatically schedule performance or disciplinary review.
z) Create management's comments under each employee. aa)Document all salary and job changes, salary history of each employee including salary, bonuses and all deductions.
bb) Quick view of work history such as promotions and length of employment in a position.
cc) Keep track of employee medical history (to integrate with Health services module).
dd) Provide access to contact information quickly in a medical emergency.
ee) Track union membership status, contract expiry dates and seniority.
ff) Show which employee has what tool or equipment. This module helps the Institution control loss and ensures property is returned when an employee exits from the Institution. It is to be integrated with Assets management.
gg) Export employee information to Microsoft Word, Excel or PDF file format.
hh) Track employee daily attendance with the use of biometric and/or smart-card systems. Employees to clock in and out while system tracks their attendance – enabling absenteeism to be noted and hence can be integrated into payroll.

7.1.2 Gratuity, Advances and Staff Loans Management.

Expected Reports
(a) List of all employees by gender, region, district, county and ethnicity.
(b) List of employees on leave e.g. Annual leave, study leave, unpaid leave etc.
(c) List of employees due for appraisal.
(d) List of employees who have left the organization.
(e) Skills inventory report.
(f) Staff turnover report.
(g) Employees trained in a given year.
(h) List of employees/dependants on tuition fee waiver.
(i) List of employees nearing retirement.
(j) Employee daily, weekly, monthly attendance reports.

7.2   Recruitment Module
7.2.1 Expected Features
a) Recruitment and selection process: Create vacancies, receive applications (internal or external), capture interviewer notes and generate offer letters and appointment letters.
b) Employees to be categorized according to Department.
c) Identification of shortages of staff and request for advertisement.
d) Confirmation of existence of a vacant position and approval to advertise the said position.
e) Advertisement of the approved positions.
f) Receive applications and forward to respective Departments for short-listing.
g) Receive short-listing minutes and applications and forward for approval/disapproval
h) Setting of interview date.
i) Invitation of short-listed candidates for interviews at least seven (7) days to the date of interview.
j) Issue of letters of appointment to the successful candidates and regret letters to unsuccessful candidates.

7.3   Promotions
7.3.1 Expected Features
a) Submission of application for promotion when a position falls vacant and advertised.
b) Determination whether the teaching staff is qualified or not based on the criteria of the said position.
c) Forwarding application(s) to the respective officers/committees for shortlisting.
d) Receiving the short-listing minutes & applications and forwarding for approval/disapproval
    e)Setting a date of interview
f) Inviting short-listed candidates for interviews.
g) Issuing letters of appointment on promotion to the successful candidates and regret letters to unsuccessful candidates.

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

7.4.1 Expected Features
The system should be able to:-
a) Electronically integrate with the GL, Cash Book and other third-party software e.g. e-banking.
b) Automatically process employee salary and benefits.
c) Show employee remuneration details.
d) Calculate various employee deductions and taxes.
e) Run real-time data communication between human resource and finance sections.
f) Generate periodic pay cheques.
g) Allow authorized levels for the various functionalities within the salaries section/division.
h) Electronically integrate/export employee information to Microsoft excel, word or PDF.
i) Document all salary and job changes, view salary history of each employee online including salary, bonus and all deductions etc.
j) Generate a detailed audit trail of payroll transactions/changes.

k) Generate staff personal details and bio data e.g. name, photograph, gender, marital status, date of birth, personal file number, date of appointment, cost centre, national ID number, passport number, nationality etc.
l) Support unlimited number of job grades and salary scales
m) Link job scales to salary and allowances payable to each grade
n) Automatically post annual increments on the due dates.
o) Payroll reconciliation.
p) User definable processing and payment methods and periods.
q) Support unlimited number of employees and staff classifications.
r) Track employee banking details e.g. bank, branch, account number, account type, etc.
s) Unlimited number of user definable tables e.g. PAYE, NSSF, NHIF, Pensions, Unions etc.
t) User defined rounding system.
u) Bonus and arrears payments.
v) Direct electronic salary remittance to banks.
w) Tracking of loans and amounts due to SACCOS.
x) Maintain historical information for unlimited number of years.
y) Employees should be able to view their pay slips on-line for all the processed payrolls.
z) Integration with Finance module.

7.4.2 Expected Reports

a) The system should allow the user to select fields to extract data and generate reports in various formats such as tables, graphs, bar charts etc. The system should be flexible such that it can pick relevant data from various tables in the database and generate any adhoc report that may be required by the management from time to time. Among the reports the system is expected to provide are:-
   i.   Report on salary payments on monthly, year to date (YTD), annual basis etc.
   ii.   Report on tax payments, pension payments, etc.
   iii. Reports on payroll costs as defined by user, e.g. in terms of basic pay, house allowance and other financial benefits on the basis of cost Centre - Department,   as may be defined by the user.
b) Payroll summary report.
c) Payslips, including online payslips, user defined payslip format.
d) Bank remittances list.
e) Bank registers.
f) Cheques and cash register.
g) Payroll journal.
h) Company totals.
i) Employee details.
j) User specified transaction reports.
k) Cost-center reports.
l) Statutory reports e.g. P9, P9A, P10, P10A, etc.
m) Audit trail reports.
n) Special reports e.g. negative pay, EDI, SFI Bank remittance reports, system codes, payslips etc.
o) Budgeted versus actual pay analysis.
p) Exceptional reports e.g. staff earning salaries beyond their grades.

7.5   Contract/Temporary Appointment

7.5.1Expected Features
a) Application for renewal/extension of contract of appointment
b) Approval or rejection for the renewal/extension of the contract appointment, depending on the position/level
c) Communication of the outcome to the staff concerned.

7.5.2 Expected Reports
a) List of staff whose contracts have been renewed/extended.

7.6   Study Leave

7.6.1Expected Features
a) Online application of study leave.
b) Automatic alerts for approved study leave: SMS, Emails, etc.
c) Automatic alerts for due to expire Study leave: SMS, Emails, etc.

7.6.2Expected Reports
a) Cumulative list of staff on study leave.
b) List of staff who have resumed duty from study leave.
c) List of staff who absconded duty.
d) Progress reports of staff on study leave.

7.7   Trainings/Workshops/Seminars

7.7.1Expected Features
a) Staff training process, planning and data management.
b) Ability to match training needs of an employee against their position's qualification requirements (Academic, personal attributes, professional, experience, skills, etc.), organizational growth plans and performance management system.
c) Upload Training Needs and Assessment (TNA) form.
d) List of all possible trainings to be carried out.
e) List of qualified resource persons.
f) Upload Training Evaluation form.

7.7.2Expected Reports
a) Records of all trainings that have been done.
b) List of all staff trained.

7.8   Industrial Attachment

This sub-module is for recruiting students.
 And other institutions for Industrial attachment in the Institution.

7.8.1Expected Features
a) Identification of vacancies for attachment by HOD in their Departments.
b) The system should allow online application for the attachment position by the student.
c) Approval and generation of appointment letter for industrial attachment.
d) The system should capture the student's academic details, parent institution and attachment's duration.

7.8.2 Expected Reports
a) Reports on students on attachment.
b) List of all students on attachment.

7.9   Internal and External Part-Timer Lecturers
This sub module is expected to control and manage recruitment and payments to internal and external part timers. The sub module should integrate with the Finance module for payments.

7.9.1 Expected Features
a) Specify the teaching work load and integrate with the approved timetable.
b) Appointment of part-time Lecturers should emanate from the departments.
c) Appointment letters specifying the academic year, Term, course code, course title and the hours to be taught.
d) Computation of tax due on processed claims and posting to Accounts Payable module.
e) Transport and accommodation allowance.
f) Honorarium – will be able to calculate based on hours worked as per the Institute   Policy.

7.9.2 Expected Reports
a) Cumulative amounts paid to each Part-Timer.
b) Outstanding claims for Part-Timers by, Department, etc.
c) Statement of tax for each Part-Timer for purposes of making tax returns.

7.10   Document Handling
The sub module should track all In-coming mails, Outgoing mail, internal mail and retrieval of files.
7.10.1 Expected Features
Incoming mail
a) The system should be able to manage and track records of received incoming mails and delivery to staff and students.
b) The system should enable management and tracking of special mail/registered articles and their personal delivery.
c) Enable online management of delivery registers.

Outgoing mail
The system should: -
a) The system should keep track of all outgoing mails, including their addresses and references.
b) Keep records of the mode of postage of specific outgoing letters / cheques / certificates / examinations.

Internal mail
The system should:-
a) Keep records of received incoming mail and memos from mail section, classification and filing.
b) Enable tracking of the movement and dispatching of the file among the action officers.
c) Enable keeping records of indexes and storage of all files in the Registry.
d) Keep track of retrieval and movement of the files from the Registry.

Opening and closing of files

The system should:-
a) Enable maintenance of indexes of all files already existing based on subject.
b) Keep records of all new files being opened for new subjects and their indexes.
c) Keep records of closed and any new volume of the same by the Registry Officer.

Issuing Personal file number

The system should allow creation of personal file number of an employee upon submission of the following documents: National Identity Card/Passport, Staff movement form, copy of ID/Passport, duly filled Medical examination form, duly filled Personal information form, Payroll details form, Acceptance of appointment, and Letter of release from the former employer where applicable.

7.11 Quality Management and Compliance Modules
7.11.0 Document Management
7.11.1 Expected Features

a) Managing documents and records that are Quality Management System related.
b) Uploading of new documents, editing and deletion of existing documents.
c) Amendments of clauses in the procedures or any other QMS related document or records.

7.12.0 Customer Feedback
7.12.1 Expected Features
a) Capture feedback.
b) Categorization of feedback (complaints and compliments).
c) The feedback shall be associated with the QMS process.
d) Assignment of complaints to concerned staff or head of Department.
e) Doing corrective action plan (CAP) of complaints.
f) Approval of the CAP by the person handling complaints.
g) Escalation of complaints based on set timelines of each category.

7.12.2 Expected Reports
a) Audit report-full report from planning to checking effectiveness of CAP.
b) Summarized reports of findings.
c) Categorization of findings reports.
d) Reports on QMS Auditors.
e) Reports on non-conformities.
f) Report on document change history.
g) Document record master report.
h) List of complains and their individual status.
i) Reports by: Affected Department, Affected processes and Escalated complaints.
j) Summary report of complaints.

8.0 STUDENT AFFAIRS MODULES

8.1   Hostels Management
The system must provide features for the allocation of rooms to students and the collection of accommodation fees from students. Fees collection feature will integrate with Finance module. The collection and refund of room deposit must also be incorporated.

8.1.1 Expected Features
a) Hostels description i.e. Hostel name, capacity and rate per room.
b) Hostels rooms listing i.e. rooms allocated to students who have paid the required fees, specifying the students' names, admission numbers and room number.
c) Hostels room bed listing.
d) Student bed allocation.
e) Beds transfer.
f) Hostel type
g) Hostel item(s) allocation.
h) Online booking of room within a specified time period.
i) The module should integrate with Finance module for accommodation fee payment.
j) Accommodation fees, amount due, amount collected and balance due.
k) Mass invoicing and receipting of accommodation fees.
l) Session management.
m) Reservation of room for students with disability and special cases.
n) The system should allow cancelation or reversal of room booking.
o) Should allow for surcharging of lost and or damaged items in the room
p) Allow for clearing process of students from the room

8.1.2 Expected Reports

a) Allocated beds.
b) Hostels rooms listing.
c) Hostels room bed listing.
d) Beds space available per hostel by gender.
e) Students allocated beds, mattresses, reading chairs, seats etc
f) Beds not available.
g) Accommodation fees analysis.
h) Accommodation fees debtors/defaulters
i) Accommodation fees collected per Hostel, etc.
j) Hostel bed capacity status.
k) List of reserved rooms.

8.2   Student Discipline
This module should enable the management of student disciplinary cases by student affairs unit. The system should capture the details of the case, the evidences, the verdict and sanctions on the student with disciplinary case.

8.2.1 Expected Features

a) Cases of student offences reported to Security Office for investigation and gathering of evidence.
b) Statements from student suspects recorded at Security Office.
c) Investigative reports from Security and submitted to Dean of Students (DOS).
d) Evidences gathered during investigation by security.
e) Dates of hearing of student disciplinary cases.
f) Accused students' biodata needed for reference during hearing of the cases.
g) Biodata and statements of witnesses and their statements required during hearing. Pending disciplinary cases.
h) Minutes of Students Disciplinary Committee (SDC).
i) Recommendations from SDC on cases presented for the day.
j) Penalties meted out to accused students in accordance with the Students Code of Regulations Governing Conduct.
k) Summary of verdicts to Management.
l) Capability to impose meted sanctions on offenders, including putting on hold or terminating studentship of suspended or expelled students.
m) Capability to trigger re-admission of suspended student to an appropriate level of study and furnish information to relevant offices/sections e.g. Dean of Students, The Principal, The Deputy Principal and Dean of students, on completion of suspension.
n) Capability to monitor 14 days' appeal period to The Principal permitted to an expelled student to launch an appeal.
o) Date set and outcome of Appeals Board - expulsion upheld or varied.
p) Clearance of a suspended student for re-admission, graduation or to proceed with studies.

8.2.2 Expected Reports

a) Disciplinary student(s) personal particulars, phone numbers and emails
b) Copies of invitation letters to students,
c) Committee members and witnesses for SDC meetings.
d) Summary of verdicts
e) Copies of verdict letters to students
f) Copies of SDC minutes
g) List of students who have met conditions of verdicts.
h) Suspended and expelled students for purposes of blocking them from accessing Institute services
i) Statistics based on nature of offences and year of study.

8.3 Student Online Voting

This Module is for managing online elections of Gatundu South Technical and Vocational College Students Council Officials.

8.3.1 Expected Features

The system should: -
a) Enable online applications for positions by interested candidates.
b) Allow the Dean of Students (DOS) to clear the candidates for various positions.
c) Allow the students to vote online for council election candidates.
d) Automatically count the votes and rank the candidates for each position in ascending order.
e) Allow setting of swearing and training date for new council Officials.
f) Prevent students on suspension or expulsion from voting

8.3.2 Expected Reports

a) Clearance and nomination forms for the contestants.
b) List of shortlisted applicants for each position.
c) List of cleared contestants.
d) Successful candidates list.
e) List of elected students' council and Results for Elections.
f) Appointment letters for winners.
g) Oath of office for elected leaders

8.4   Catering Services
8.5.1 Expected Features

a) Define all the cafeterias, kitchens and other operational units.
b) Daily revenue collections from each unit.
c) Reconcile revenue collections with kitchen stock movements.
d) Use of smart cards for purchasing meals.
e) Online booking for seminars/meetings.
f) Booking Alert.
g) Online approvals.
h) Electronic Point of Sale (EPOS).

8.5.2 Expected Reports

a) Bookings schedule.
b) Daily sales report by cafeterias, kitchens and other operational units.
c) Monthly sales
d) Stock list analysis.
e) Post the data to the general ledger

Note: interlink with finance module to allow students who have overpaid fees be used for meals.

15.0   EVALUATION CRITERIA

The evaluation of the responsive bids will take into account Mandatory, Technical factors by bidders in addition to financial factors. The following requirements will constitute part of the tender and form the basis of the evaluation.

15.1   Preliminary Evaluation

Bidders are required to submit two copies of complete bids (1 original and 1 copy). Gatundu South Technical and Vocational College will examine the tenders to determine whether they are complete, whether the documents have been properly signed, and whether the tenders are generally in order. The bidder must ensure that all the preliminary mandatory requirements are met supported by relevant documents; otherwise they shall be rendered non-responsive and will not proceed to the technical evaluation. The bidder should therefore, attach copies of the following legal documents for their firm:

No	(Mandatory requirements)	Bidder response (Yes/No)
1	Valid certification from ICT Authority-Kenya	
2	Must submit a dully –filled tender document with proper pagination (page 1 to the last page including attachments).	
3	Certificate of incorporation (attach copy)	
4	PIN certificate (attach copy)	
5	Valid Tax compliance Certificate by KRA (attach copy)	
6	A company profile including a background of the firm, Organizational structure, products and services offered.	
7	Certified audited financial statements for the last two years i.e 2019, 2020. The ICPAK No. and License No. of the auditor must be indicated.	
8	A bid bond of / tender security of 2% of tender price from the date of submission of this ERP from a reputable commercial Bank or insurance company approved by IRA and must be valid for a period of 120 days from the date of opening	
9	The ERP **MUST** be a locally tailor-made solution. Foreign ERPs will be considered non-responsive. Provide an undertaking to give the institution with a source code since it is a local solution.	
10	A declaration that the bidder has not engaged in any corrupt or fraudulent practice	

Bidders who will meet all the requirements in preliminary evaluation will proceed to technical evaluation. Those who will fail preliminary evaluation will be termed non-responsive and will not proceed for further evaluation**. (Arrange the above in sequence)**

15.2 Technical Evaluation Criteria

The evaluation committee shall use the criteria in the following Table for technical evaluation and comparison of tenders which have passed the preliminary evaluation. Bidders must conform to the specific Technical Requirements.

No.	TECHNICAL REQUIREMENTS	MAXIMUM SCORE	SCORE	REMARKS
1	Technical Presentation /live demonstration of all modules in their system (proof of concept).	30		
2.	Profile and competency of key personnel to be involved in the project. Profile, certificates and CVs which should include academic qualifications, post Qualifications and experience	15		
3.	Evidence of experience with at least ten (10) similar ERP projects in TVET institutions - references with addresses, contacts, telephone numbers and statements of work done for each of the reference site. Attach relevant document	20		
4.	System Architecture and Design	2		
5.	Adequacy of the proposed methodology and workplan for implementation	3		
6.	Implementation Plan and customization of:	16		
7.	Data Cleaning & Migration Strategy	2		
8.	Integration strategies with existing systems	2		
9.	System testing strategy	2		
10.	System security features	2		
11.	Backup solutions	2		
12	Proposed Training plan for different system users	2		
13	User Acceptance Testing strategy	2		
	TOTAL	**100**		

N/B: Bidder must attain an overall score of 70% or higher to move to the financial evaluation stage those who score below 70% be eliminated at this stage from entire evaluation process and will not be considered further.

The formulae for determining the Technical Score (ST) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$$ST = T/100 \times 70 \text{ where}$$
T is the total technical points scored

15. 3 Financial Evaluation

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

$$Sf = 100 \times fm/f \times 30 \text{ where}$$

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 30.

15. 4 Aggregate Score

The individual consultant's 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;

$$S = ST + SF$$

Where

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

St is the technical score

Sf is the financial score

Note P + T will be equal to 100%

15.5 PRICE SCHEDULE

No.	Module/Sub module	Cost in Kshs
1.	**Academic Module**	
2.	**Finance Module**	
3.	**Procurement Module**	
4.	**Administration & Human Resources Module**	
5.	**Student Affairs Module**	
	VAT	
	TOTAL	

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, install, test, implement, train and commission_____
    [Description of services] in conformity with the said tender documents for the sum of_____ *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

3. If our Tender is accepted, we will obtain the tender guarantee in a sum 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this_____day of_____20

_____   _____

[signature]   *[In the capacity of]*

Duly authorized to sign tender for and on behalf of_____

CONTRACT FORM

THIS AGREEMENT made the day of _____between………… [name of procurement entity] of ………………. [Country of Procurement entity] (hereinafter called "the Procuring entity") of the one part and …………………… [name of tenderer] of ………. [city and country of tenderer] (hereinafter called "the tenderer") of the other part.

WHEREAS the procuring entity invited tenders for certain services and resources. Viz……………………. [brief description of services] and has accepted a tender by the tenderer for the supply of those materials and spares in the spares in the sum of ………………………… [contract price in words and figures] NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as   part of

   (a) the Tender Form and the Price Schedule submitted by the tenderer;
   (b) the Schedule of Requirements;
   (c) the Technical Specifications;
   (d) the General Conditions of Contract;
   (e) the Special Conditions of Contract; and
   (f) the Procuring Entity's Notification of Award.

3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by		the	(for the Procuring entity)
Signed, sealed, delivered by		the	(for the tenderer)
in the presence of .			

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name..

Location of Business Premises..

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

Postal address ....Tel No. ....Fax Email ....

Nature of Business ....

Registration Certificate No. ....

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

Name of your bankers ....

....

Branch ....

Part 2 (a) – Sole Proprietor

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

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

Citizenship details

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship Details	Shares
1 …………………………………………………………………………………………
2 …………………………………………………………………………………………
3 …………………………………………………………………………………………
4…………………………………………………………………………………………

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company:
-   Nominal Kshs.
-   Issued Kshs.

Given details of all directors as follows

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

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

TENDER SECURITY FORM

Whereas …………………………………….. [name of the tenderer] (herein after called "the tenderer") has submitted its tender dated……………….... [date of submission of tender] for the supply, installation, testing, training, implementation and commissioning of ……………………………………………. [name and/or description of the services] (herein after called "the Tender") …………………………………………………….

KNOW ALL PEOPLE by these presents that WE……………………………………… of……………………………………….having registered office at [name of procuring entity] (Hereinafter called "the Bank") are bound unto…………………………….[name of procuring entity] (Herein after called "the procuring entity") in the sum of ……………………………………………….for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this ………….day of ...………20….

THE CONDITIONS of this obligation are:
1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender   Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
   (a) fails or refuses to execute the Contract Form, if required;   or
   (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

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

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

_____

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To: ………………………………………………………………………………………….
[name of the Procuring entity] WHEREAS……………………………. [name of
tenderer] (hereinafter   called "the tenderer") has undertaken, in   pursuance
of   Contract No._____[reference number of the contract] dated _____20
_____to supply…………………………………………………………………….
…………………………………………………………………………………….
[Description services] (Hereinafter called "the contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall
furnish you with *a* bank guarantee by a reputable bank for the sum specified therein as
security for compliance with the Tenderer's performance obligations in accordance with the
Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of
the tenderer, up to a total of ……………………………………………………. *[amount of
the guarantee in words and figures],*
and we undertake to pay you, upon your first written demand declaring the tenderer to be in
default under the Contract and without cavil or argument, any sum or sums within the limits
of………………………. ……………….*[amount of guarantee]* as aforesaid, without your
needing to prove or to show grounds orreasons for your demand or the sum specified therein.

This guarantee is valid until the ………….. day of ………..20….

_____

Signature and seal of the Guarantors

_____
[name of bank or financial institution]

_____
[address]

_____
[date]
(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To…………………………
[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

…………………………………………………………………………

[name and address of tenderer] [hereinafter called "the tenderer"] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of

……………………………………………………………………………………………

[amount of guarantee in figures andwords]. We, the………………………………

…………………………………………………………

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding …………………………………………….*[amount of guarantee in figures and words].*

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until ……………………………….*[date].*

Yours truly,

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[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 PRINCIPAL

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO……………. OF… .... 20……...

BETWEEN

………………………………………. APPLICANT AND

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

Request for review of the decision of the…………… (*Name of the Procuring Entity)* of

……dated the…day of ………….20………in the matter of Tender No………of………….20…

REQUEST FOR REVIEW

I/We…………………………

,the above named Applicant(s), of address: Physical address…………….

Fax No……Tel. No……...Email ……………, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds, namely: - 1.

2. 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