



**UWEZO FUND OVERSIGHT BOARD**

**REQUEST FOR PROPOSALS (RFP) FOR PROJECT  
MANAGEMENT CONSULTANT (PMC) IN THE  
AUTOMATION OF UWEZO FUND OVERSIGHT BOARD  
ACTIVITIES**

**TENDER NO: UWZ/RFP/01/2015-2016**

**CLOSING DATE: 19<sup>TH</sup> AUGUST, 2015**

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## **INTRODUCTION**

### **Purpose of RFP**

Uwezo Fund Oversight Board (UFOB) is a Semi-Autonomous Government Agency under the ministry of Devolution and Planning, Department of Planning with a mandate to expand access to finances in promotion of youth, women and PWDs businesses and enterprises at the constituency level for economic growth towards the achievement of the goals of vision 2030.

UFOB is in the process of implementing an integrated Enterprise Resource Planning system (ERP) to efficiently manage its operations.

The purpose of this document is to solicit proposals for the supply and implementation of an integrated ERP software solution for Uwezo Fund Oversight Board. Hereinafter, Uwezo Fund Oversight Board and its entities will be referred to as "UFOB" for convenience and reporting.

### **About UFOB**

Uwezo Fund Oversight Board provides affordable credit to youth, women and PWDs to promote their business enterprises at the constituency levels in order to create self-employment for social- economic growth as well as modelling alternative framework for community driven development.

The Board which is situated at Lornho House, 16<sup>th</sup> floor Nairobi. The activities of the fund at the constituency level are managed by Constituency Uwezo Fund Management Committees (CUFMCs) in all 290 constituencies in Kenya. The Constituency Development Fund structure provides the necessary administrative support for the CUFMCs. The CUFMCs have opened three bank accounts which are Main, Administrative and Repayment Accounts.

### **Objective of the RFP**

The objective is to select suitable contractor(s) and establish a contract with successful bidder(s) for an ERP System acquisition and implementation.

For this reason, prospective vendors are requested to propose the best and most cost-effective solution to meet UFOB requirements, while ensuring a high level of service.

The proposed ERP should be scalable enough to accommodate the current and envisioned future growth of the Fund.

### **Scope of the RFP**

This RFP is a solicitation for information regarding the purchase, implementation, and maintenance of an integrated ERP system. Our objectives are therefore, as follows:

- > Identify the software product that has the best "inbuilt out of the box" fit to our defined business process requirements for a new integrated business information system assessed through quantitative features and function evaluation process.
- > Identify the organization deemed will represent the best "partner" for our organization in implementing a new integrated business information system by conducting quantitative interviews with current customers.
- > Utilize the core business processes inherent within the chosen software to provide the basis for capturing our existing internal business processes.
- > Purchase and implement new software, including re-engineering of the necessary software business processes to be in line with the established processes already in place at the Headquarters and all 290 constituencies as listed below:-

<b>Region</b>	<b>Counties</b>
Region 1	Carissa, Weir, Mandera, Isiolo,
Region 2	Turkana, West Pokot, Samburu, Mars bit
Region 3	Mombasa, Kale, Kilifi, Tana River, Lamu, Taita-Taveta
Region 4	Meru, Tharaka-Nithi, Embu, Kitui, Makueni
Region 5	Kakamega, Vihiga, Bungoma, Busia, Siaya
Region 6	Kisumu, Homabay, Migori, Kisii, Nyamira
Region 7	Trans Nzoia, UasinGishu, Elgeyo Marakwet, Baringo
Region 8	Nandi, Nakuru, Narok, Kericho, Bomet
Region 9	Nyandarua, Laikipia, Nyeri, Kirinyaga, Muranga
Region 10	Nairobi, Kajiado, Machakos, Kiambu

## **DESCRIPTION OF PROJECT**

### **Background and Justification**

Since, its inception, the Board has disbursed funds to all the 290 constituencies become essential to acquire an integrated management information system to effectively manage its operations and growth.

The first step in this initiative is to establish a common set of processes throughout the organization with the aim of:

- Harmonizing efforts and increase efficiency
- Achieving increased synergies between the Board, the CUFMCS and the beneficiaries
- Improving integration within the processes.

The current environment consists of manual processes.

### **Business strategy and objectives**

The UFOB strategy is particularly focused on implementing a corporate-wide Integrated Enterprise Resource Planning or ERP software system, to form the core technology, database, and development environment to be utilized by the organization.

### **Our Vision**

To be a leading Institution in economic empowerment of the Youth, Women and Persons living with disabilities for their improved quality of life.

### **Our Mission**

To spur the Nation's economic growth and development through mobilization of resources by providing affordable and accessible credit to Youth, Women and Persons with disabilities.

**Our Mandate:** The Uwezo Fund Oversight Board (UFOB) derives its mandate from the Legal Notice No. 21 of Public Finance Management (Uwezo Fund) Regulations, 2014 of 21<sup>st</sup> February, 2014.

## **Our Core Functions**

- a) To expand access to finances in promotion of youth and women businesses and enterprises at the constituency level for economic growth towards the realization of the goals of Vision 2030
- b) To generate gainful self-employment for the youth and women and
- c) To model an alternative framework in funding community driven development.

## **Core/Corporate Values**

**Customer focus:** we are committed to upholding the highest standards in our service delivery to all customers.

**Integrity:** we are committed to acting in an honest, impartial, fair and transparent manner.

**Teamwork:** employees' involvement and contribution at all levels shall be the hallmark of the Uwezo Fund Board

**Creativity and innovation:** we will be a learning institution that encourages and facilitates creativity and innovative performance, and embraces change.

**Professionalism:** we shall be patriotic to the cause of the Uwezo Fund Board and be guided by professional ethics in all our undertakings.

**Participatory approach:** we undertake to seek the views of and involve stakeholders in all our programmes and activities.

**Accountability and Transparency;** Uwezo Funds will be disbursed in transparent and accountable manner.

## **The role of the Board**

- The Board will acknowledge Uwezo Fund Oversight Board Management receipt of the proposal;
- The Board will allow the National Secretariat to print analysed reports and present to the Board Committee for review and recommendation to the Board;
- The Board is to generate coded list and analysis reports for each constituency;
- The Board will allow for corrections or input of additional information at the Programmes and Publicity Committee level;
- The Board is to make approvals and generate the approved code list as presented by the Programmes and Publicity Committee;
- The Board will allow the management to forward the approved code list to the Secretaries of the respective Constituency Uwezo Fund Management Committees for printing and copied to the Fund Account managers, Sub Count Accountant and Constituency Committee Chairperson;

## **Our Clients/ Customers**

- Government Ministries, departments and agencies
- Development partners
- Non-Governmental organizations
- Civil Society Organizations
- Staff
- Suppliers
- Media
- Researchers
- Private sector agencies
- Members of public.
- Youth
- Women
- Persons Living With Disability
- Industries

## **Principles of Service delivery**

- Set clear and explicit standards of service that clients reasonably expect
- Provide our clients with adequate information about our services
- Communicate clearly and effectively
- Handle clients with dignity, courtesy and respect
- Uphold transparency and accountability
- Place the common good of the organization customers and the general public above self-interest;
- Set clear and explicit standards of service that clients reasonably expect
- Provide our clients with adequate information about our services
- Uphold the principles of natural justice at all times;
- Utilize resources prudently;
- Cultivate dynamism and innovative practices through continuous improvement of systems and processes;
- Always take corrective action on errors and deficiencies that might occur; and



- Uphold and safeguard the Organizations integrity in the discharge of its core mandate

## SECTION I - INVITATION TO TENDER

TENDER REF NO: **UWZ/RFP/01/2015-2016**

TENDER NAME: **REQUEST FOR PROPOSALS (RFP) FOR PROJECT MANAGEMENT CONSULTANT (PMC) IN THE AUTOMATION OF UWEZO FUND OVERSIGHT BOARD ACTIVITIES**

- 1.1 The Uwezo Fund oversight Board invites sealed tenders from eligible bidders for supply, installation and commissioning of an Integrated Enterprise Resource Planning (ERP) System.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at UFOB, Procurement Office during normal working hours.
- 1.3 The request for proposal (RFP) includes the following
  - Section I - Invitation to Tender
  - Section II - Instructions to Bidders
  - Section III - Technical Proposal
  - Section IV - Financial proposal
  - Section V - Submission and Evaluation
  - Section VI - Terms of reference
- 1.4 A complete set of tender documents may be downloaded from the website [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) and [www.uwezo.go.ke](http://www.uwezo.go.ke)
- 1.5 Prices quoted should be net inclusive of all taxes and must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box B located at UFOB reception , 16<sup>th</sup> floor Lonrho House Standard Street to be received on or before **Wednesday, 19<sup>th</sup> August, 2015 at 10.00 AM.**
- 1.7 The tender documents will be obtained upon payment of **Kshs 1,000**

Tenders will be opened immediately on the same day in the presence of the bidders or their representatives who choose to attend at the UFOB Boardroom Room, UFOB Headquarters

Yours Sincerely,  
Head supply Chain management  
**FOR: AG. CHIEF EXECUTIVE OFFICER**

## SECTION 2

### BIDDING INSTRUCTIONS

#### 2.0 Bidding Guidelines

1. To be eligible, bidders must be recognized ERP solution providers with a wide experience in ERP development and roll out.
2. Bidders will bear all costs associated with the preparation and submission of bids.
3. UFOB will not be responsible in any way or liable regardless of the conduct or outcome of the bidding processes.
4. Bidders may request clarification on the RFP document for ERP within 7 days before the proposal submission date to enable UFOB respond to the request.

#### ADDENDUM-

[CONTACT-e-mail-procurement@uwezo.go.ke](mailto:CONTACT-e-mail-procurement@uwezo.go.ke) or [ict@uwezo.go.ke](mailto:ict@uwezo.go.ke) or

**Cell phone-0721 318 579/0721311494**

5. All the forms in the Bidding Document must be completed.
6. A full description of the technical solution should be provided.
7. Prices quoted by the Bidder must be fixed and valid throughout the Bidder's performance of the contract and not subject to any change.
8. Bidders to provide a bid bond of 2% of their quoted price.
9. Unsuccessful Bidder's bid bond will be discharged within fourteen (14) days after the expiration of the period of bid validity as prescribed by UFOB.
10. The successful Bidder's bid bond will be discharged upon the Bidder signing the contract, and completion of the assignment.
11. The bid bond may be forfeited if a Bidder withdraws the bid after opening of the bids during the period of the bid validity, or if the successful Bidder fails to sign the contract or furnish a performance bond within the stipulated period.
12. Bids shall remain valid for a period of 90 days from the date of bid submission.
13. The bidder to provide a financial summary of their proposal clearly indicating total bid price inclusive of applicable taxes.

14. The financial Proposal should clearly show separate items of the taxes, duties, fees, levies and other charges
15. At any time before submission of proposals, UFOB may for any reason, whether at its own initiative or in respect to a clarification requested by a bidder, amend the request for proposal. Any such amendment shall be communicated in form of addendum.
16. Technical and Financial proposals shall be signed by an authorized representative and initialed on all pages.
17. Each Technical proposal and Financial proposal shall comprise of one original and one copy marked appropriately.

**2.1. Submission of bids**

Both Technical Proposal and Financial Proposal be submitted in separate envelopes clearly marked "Technical Proposal or Financial Proposal" bids for the Supply, installation and commissioning of Enterprise Resource Planning (ERP) System should be submitted to:

**THE AG. CHIEF EXECUTIVE OFFICER,  
UWEZO FUND OVERSIGHT BOARD  
P.O. BOX 42009- 00100,  
NAIROBI**

**2.2 Evaluation of Bids**

Uwezo Fund oversight Board will only consider bids from recognized ERP solution providers or recognized software developers. Proof of similar assignments done shall be a requirement.

1. Uwezo Fund oversight Board reserves the right to review the user and technical documentation for the proposed ERP at a Bidder's nominated site to verify compliance with the Technical Specifications.
2. Uwezo Fund oversight Board reserves the right at the time of the contract award to increase or decrease, up to 5%, the quantity of products and services originally specified in the Schedule of Requirements without any change in unit prices or other terms and conditions.
3. Uwezo Fund oversight Board reserves the right to accept or reject a bid, or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders in

accordance with Public Procurement regulation, 2006.

4. A two stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to the opening of financial proposals that will have met the evaluation criterion and cut off points.
5. **The weight given to the technical and financial proposals will be 80 points and 20 points respectively. Only technical proposals scoring/attaining 75% and above will be considered responsive and their financial proposals will be opened and evaluated as outlined below:-**
6. The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

<b>PHASE ONE</b>		
<b>1</b>	<b>Mandatory/Statutory Requirements</b>	<b>Maximum Points</b>
	i. Valid Registration Certificate –Attach certificate of incorporation ii. PIN, VAT and Tax compliance-Attach current certificates iii. Audited accounts for the last three years iv. Manufacturer’s authorization(Genuine License of the software)  <b>Only firms meeting the mandatory criteria will be advanced to phase II</b>	Failure to have all the documents shall lead to rejection of proposal.
<b>PHASE TWO</b>		
<b>1</b>	<b>Relevant Experience for the Assignment</b>	<b>Maximum</b>
a.	Number of Similar Assignment conducted in government institutions.	10
b.	Knowledge on public sector reform and the institutionalization of Result Based Management (RBM), especially performance contracting.	10
<b>Sub Total</b>		<b>20</b>
<b>2</b>	<b>Methodology and Approach</b>	
a	Understanding the ToRs <ul style="list-style-type: none"> <li>• Conformity to the ToRs</li> <li>• Consultant’s initiatives and comments on the ToRs</li> </ul>	15
b	Appropriateness of Methodology and work plan Completeness of description of methodology Effectiveness of the information collection	15
<b>Sub Total</b>		<b>30</b>
<b>3</b>	<b>Human Resource Capacity</b>	
a	Lead consultant’s education background professional	8

	qualifications, training, length of experience both local and international, and duration with the firm.	
b	Experience in carrying out similar tasks with public bodies and focus on microfinance ERP	5
c	Other key staff: Educations, experience, positions held and duration with the firm.	8
d	Proof of availability of the whole team throughout the duration of assignment and spread within the country.	5
e	Proof of registration and meeting regulatory and statutory requirements	4
	<b>Sub Total</b>	<b>30</b>
	<b>Bidders Must attain the mark of 75%.</b>	
	<b>GRAND TOTAL</b>	<b>80</b>

Bidders whose technical proposals will have met technical evaluation criterion described in (2.2-6) above shall be invited for the opening of the financial proposals. The other financial proposals shall be returned unopened. Any effort by a bidder to influence the evaluation or contract award decisions shall result in the rejection of the bidder's proposal.

### 2.3

#### Technical Proposal Evaluation

Technical proposals will be evaluated using the following criteria with each section below a) through d) having equal scores:

- a) The firms general experience in the field of assignment  
General Experience in relevant assignment
- b) The adequacy of the response to the technical proposal
- c) The adequacy of the proposed work plan and approach to the TOR:  
Methodology Work plan
- d) Qualification and competency of the personnel proposed for the assignment

Due to the importance attached to the suitability of the key experts listed for this assignment, their substitution after the assignment without written authority of the employer may lead to the cancellation of the contract. Any replacement must be with similar qualification/experience or better and should be approved by UFOB.

#### Financial Proposal Evaluation

The lowest cost proposal will be awarded 20 points. Other proposals will be awarded proportionate points as per the following formula  $\frac{\text{lowest cost} \times 20}{\text{Proposal cost}}$

#### Overall Ranking

The overall ranking will be computed as follows: -  
(0.8 x points scored on technical score) + (0.2 x Points score on Financial proposal).

The bidder with the highest overall score from the above formula shall be considered the winner.

**2.4 Negotiations**

Negotiations will be held at The Uwezo Fund oversight Board offices. The aim is to reach an agreement on all points and sign a performance contract. Negotiations will include a discussion of the technical proposal, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the terms of reference. The financial negotiation will include issues to do with cost and clarification (if any). The negotiations will culminate with the signing of a contract. If negotiations fail, The Uwezo Fund oversight Board will be at liberty to invite the firm whose proposal received the second highest combined score.

**2.6 Proposal Validity**

The proposal must remain valid for **90 days** after the submission date. During this period, the consultant is expected to keep available, at his own cost the professional staff proposed for the assignment. The Institute will make the best effort to complete tendering within reasonable period.

**2.7 Signing of contract**

The contract for this assignment will be concluded after negotiations and shall be signed between The Uwezo Fund oversight Board and the winning bidder.

## **SECTION III TECHNICAL PROPOSAL**

### **3. Format of the Technical Proposal**

Bidders must provide their proposals in the format given below:-

#### Section 1: Software Requirements

The following components should be identified:

1. Hardware Requirements
2. Operating System Requirements
3. Utility Requirements (other components required for the system to function properly)
4. The Software Solution Proposed
5. Installation requirements
6. Availability of source code/updates

#### Section 2: Installation and Implementation

For installation and implementation, the following components should be identified:

1. Experience and qualification of Bidders project leader
2. Staffing levels
3. Project plan
4. User training and Acceptance testing
5. Change management procedures
6. Completion dates

#### Section 3: Maintenance and Support Requirements

For maintenance and support requirements, identify the following sections:

1. Maintenance Service Level Agreement
2. Supplier maintenance support facilities
3. License requirements
4. Future upgrades

### **3. Preparation of Technical Proposal**

3.1 The bidders proposal shall be written in English language.

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

3.3 A detailed description of the methodology describing in detail solutions to achieving all the system modules indicated in the Terms of Reference (SECTION VI) must be included.

3.4 A detailed Implementation Work Plan for performing the assignment must be included.

3.5 While preparing the Technical Proposal, bidders must give particular attention to the following bidder qualification requirements in addition to the Terms of Reference:

- i. The bidder should have been in operation as a supplier and/or installer of Enterprise Resource Planning and/or Integrated Information Management Systems of this kind for a minimum period of ten (10) years.
- ii. The bidder must provide a copy of certification/authorization from the manufacturer or distributor to do business as an authorized vendor for the proposed solution.
- iii. The bidder must submit at least three (3) reference sites where, installation and commissioning of a similar enterprise resource planning system has been done, that best illustrate your ability to carry out this assignment. Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Name of Client and postal address	Key contact person and telephone no.
Physical address	When was the assignment undertaken
Description of the Assignment	Approx. value in Ksh. of the contract

- iii. The bidder should provide further proof of capacity to undertake an exercise of this magnitude.
- iv. The bidder should have operation in Kenya with minimum 5 years of experience and 10+ production based customers. Bidder will provide name, contact person and address of 10 production based customers in Kenya.
- v. A certification by software certifying bodies for your software processes will be considered if it is relevant to our requirements (CMM, ISO, etc.)
- vi. Demonstrate experience and capability in project management by giving your dedicated technical team for the ERP support.



viii. A project manager with at least ten (10)years' experience managing Enterprise Resource Planning system installations and configurations. Use form provided below ix .

ix. Technical specialists with at least seven (7) years' experience installing and configuring Enterprise Resource Planning systems. The specialists should have the relevant certificates that indicate skills and training in installing, configuring and commissioning ICT systems of the nature proposed in this assignment. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it. Using the format below, provide information for each person and proposed position to be assigned.

Proposed Position: \_\_\_\_\_

Name of Staff: \_\_\_\_\_ Nationality:

Date of Birth: \_\_\_\_\_

Highest academic qualification, when and where attained:

Profession: \_\_\_\_\_

Professional qualifications, when and where attained:

Membership in Professional Societies: \_\_\_\_\_

Years with Firm: \_\_\_\_\_

Previous Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member.]

**3.6** The Technical Proposal shall not include any financial information.

## **CURRENT CONFIGURATION AND APPLICATIONS**

This section covers UFOB's current configuration and applications.

### **The Current Status**

Uwezo Fund Oversight Board has been implementing its activities in a manual system. The current configuration consists of a standalone, using Microsoft Excel, with a lot of paper work which is tedious and time consuming.

RFP forwarding letter

Date:

Subject: Technical Proposal Submission Form

THE AG. CHIEF EXECUTIVE OFFICER,

UWEZO FUND OVERSIGHT BOARD

P.O. BOX 42009- 00100,

NAIROBI

Dear Sir

We, the undersigned offer to provide the ERP in accordance with your request for proposal dated..... and our proposal.

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

If negotiations are held during the period of validity of the proposal, i.e. before we undertake to negotiate on the basis of this proposal.

Our proposal is binding upon us and subject to the modifications resulting from the contract negotiations.

We understand you are not bound to accept any proposal you receive and confirm we have no objection to your making enquiries regarding this proposal from our referees.

We remain Yours sincerely, (Authorised Signatory)

## **SECTION IV            FINANCIAL PROPOSAL**

### **4. Preparation of Financial Proposal**

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

4.2 The costs should be inclusive of all government taxes and expressed in Kenya Shillings.

4.3 The Proposal must remain valid for **90** days after the submission date. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

### **FINANCIAL PROPOSAL STANDARD FORMS**

4A. Financial Proposal submission form.

4B. Summary of costs.

4C. Payment Schedule.

4A. Financial Proposal submission form

Date:

Subject: Financial Proposal Submission Form

**THE Ag. CHIEF EXECUTIVE OFFICER,  
UWEZO FUND OVERSIGHT BOARD  
P.O. BOX 42009- 00100,  
NAIROBI**

Dear Sir

We, the undersigned offer to provide the ERP in accordance with your request for proposal dated ..... and our proposal (Technical and Financial Proposals) our Attached Financial proposal is for the sum of ..... only. This amount is exclusive of the local taxes, which we have estimated at ..... only.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e

We understand you are not bound to accept any proposal you receive. We remain Yours

sincerely

Authorised Signatory

4B. SUMMARY OF COSTS

Cost Items	Amount(s)

#### **4-C Payment Schedule**

Payment shall be made according to the following schedule:

The consultant will be paid in line with the UFOB laid down procedures of payment.

Payment to the Consultant shall be made in Kenya Shillings on the following terms:

- 10% - payable on submission and acceptance of Systems Analysis and Design inception report
- 40% - payable upon Development, Installation and Testing of the system.
- 40% - payable on Training, Implementation, Pilot roll out and commissioning.
- 10% - Retention and payable 6 months after completion of pilot roll out.

The cost of preparing the proposal shall be **borne by the bidder**.

#### Confidentiality

The Contracted ERP Provider shall be expected to hold the client's interest as paramount and in so doing ensure that all advice and recommendations reflect the outmost in professionalism and objectivity and shall sign a confidentiality agreement.

## SECTION – V SUBMISSION AND EVALUATION OF PROPOSALS

- 6.0 The original proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person authorized to sign the proposals.
- 6.1 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 6.2 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix 'A'.
- 6.3 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "A". Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 6.4 Proposal Evaluation General
- 6.4.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "A". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.
- 6.4.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.



## 6.5 Evaluation of Technical Proposal

- 6.5.1 The Uwezo Fund Oversight Board reserves the right to review the user and technical documentation for the proposed ERP at a Bidder's nominated site to verify compliance with the Technical Specifications.
- 6.5.2 The Uwezo Fund Oversight Board reserves the right at the time of the contract award to increase or decrease, up to 5%, the quantity of products and services originally specified in the Schedule of Requirements without any change in unit prices or other terms and conditions.
- 6.5.3 The Uwezo Fund Oversight Board reserves the right to accept or reject a bid, or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders in accordance with Public Procurement regulation, 2006.
- 6.5.4 A two stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to the opening financial proposals that will have met the evaluation criterion and cut off points.
- 6.5.5 The weight given to the technical and financial proposals will be 80 points and 20 points respectively. Only technical proposals scoring/attaining **75%** and above will be considered responsive and their financial proposals will be opened.
- 6.5.6 Due to the importance attached to the suitability of the key experts listed for this assignment, their substitution after the assignment without written authority of the client may lead to the cancellation of the contract. Any replacement must be with similar qualification/experience or better and approved by Uwezo Fund Oversight Board .A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score of 75%.

## 6.6 Evaluation of Financial Proposal

- 6.6.1 The Financial Proposals shall be opened publicly in the presence of only the **Technically Responsive** bidder's representatives who choose to attend. The name of the bidding firm, the technical Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 6.6.2 The evaluation committee will determine whether the financial proposals are complete i.e. whether the consultant has priced all the items of the

corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

- 6.6.3 The lowest cost proposal will be awarded 20 points. Other proposals will be awarded proportionate points as per formulae

$$\frac{\text{Lowest cost} \times 20}{\text{Proposal cost}}$$

- 6.6.4 Overall Ranking

The overall ranking will be computed as follows: -

(0.8 x points scored on technical score) + (0.2 x Points score on financial proposal).

The bidder with the highest overall score from the above formula shall be considered the winner.

- 6.7 Negotiations

- 6.7.1 Should there be need for further negotiations in regard to the contract, this will be held at the same address as "address to send information to the Client". The aim of the negotiations will be to reach a suitable agreement on all points and sign a contract.

- 6.7.2 Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment. Negotiations will be held at the Uwezo Fund Oversight Board. The aim is to reach an agreement on all points and sign a performance contract. Negotiations will include a discussion of the technical proposal, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the terms of reference.

- 6.7.3 The financial negotiation will include issues to do with cost and clarification (if any). The negotiations will culminate in the signing of a contract. If negotiations fail, The Kenya Veterinary Vaccines Production Institute will be at liberty to invite the firm whose proposal received the second highest combined score.

- 6.7.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during

contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

6.7.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract.

## **6.8 Award of Contract**

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

6.8.2 The selected firm is expected to commence the assignment on the date and at the location specified in the contract.

## **6.9 Confidentiality**

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

6.9.2 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment.

## **SECTION VI TERMS OF REFERENCE**

### **UWEZO FUND OVERSIGHT BOARD**

#### **TERMS OF REFERENCE (TOR) FOR PROJECT MANAGEMENT CONSULTANT (PMC)**

#### **IN THE AUTOMATION OF UWEZO ACTIVITIES**

### **1. Introduction:**

The Uwezo Fund is one of the specific interventions by Government of Kenya through the Ministry of Devolution and Planning under the Gender mainstreaming, Youth skills development flagship projects. It is aimed at enabling women, youth and persons with disability access finances to promote businesses and enterprises at the constituency level, thereby enhancing economic growth towards the realization of the same and the Millennium Development Goals No.1 (eradicate extreme poverty and hunger) and 3 (promote gender equality and empower women).The Fund was established vide Legal

### **Objectives of the Fund**

The fund has three objectives: -

- i. to expand access to finances in promotion of youth and women businesses and enterprises at the constituency level for economic growth towards the realization of the goals of Vision 2030;
- ii. To generate gainful self- employment for the youth and women; and
- iii. To model an alternative framework in funding community driven development.

The Uwezo Fund Oversight Board (herein known as “The Board”) is in the process of automating its processes by procuring a system from a prospective software developer (herein referred to as ‘the system developer’)

- 1.1** The process lays high emphasis on quality as well as time bound execution. In order to augment the project management capability it is proposed to engage a Project Management Consultant (PMC) to supervise on behalf of The Board and/or the Steering Committee.

#### **2. The Consultant:**

- 2.1** The services of the PMC may be provided by a consulting firm (Consultant) with adequate experience in the field. The consultant will provide the staffing as indicated in this document, though in preparing their proposals the consultants may propose alternative arrangements that, in their opinion, will provide service of an equivalent quality. The final staffing would be adjusted to suit the actual work and implementation schedule.
- 2.2** The Consultant will be engaged by The Board through Request for proposals (RFP) on the prescribed format, short listing firms and inviting Technical & Financial Offers. The CVs of key personnel shall be included in the RFP along with documentary proof of qualification and experience, their written consent and availability. The Consultant will be required to give the CVs of all the Team members at the time of submission of Proposal in accordance with the technical requirements

#### ***Procedure for Engaging Consultant:***

The Board shall engage the PMC.

- (i) Through the Request for proposals (RFP)
- (ii) Short listing, inviting Technical and Financial Offers (with break up for each of the Activities) and Technical Evaluation by a Committee
- (iii) Final Selection by weightage of 60% technical score and 40% to financial score.

#### **3. Implementation Arrangements:**

- 3.1** The Project Management Consultant (PMC) would be attached to The Board under the guidance of the Steering Committee for coordination, reporting and payment purposes and would advise and assist in capacity and quality enhancement of the system.
- 3.2** Under the overall guidance of The Board, the Consultant will provide management advice to Steering committee on methodologies and procedures for software development, supervision of contract management and quality monitoring of the

- software development and implementation. The Consultant shall carry out scrutiny of processes and also provide independent 2<sup>nd</sup> tier Quality Monitoring.
- 3.3** The Consultant will establish a main office within Nairobi. The Main Office, headed by a team leader will be responsible for advising The Board of the software developer in laying down and enforcing, (with due attention to quality), procedures, 1<sup>st</sup> tier quality control, monitoring project performance and coordination etc.
- 3.4** Status of all the activities entrusted to the Consultant would be reviewed through regular meetings at Board Secretariat. Corrective actions as identified during such meetings would be required to be taken by the Consultant.
- 3.5** The Consultant will be engaged in the following Activities.
- Planning of the project
  - Scrutiny of the processes
  - contract management
  - Quality monitoring
  - Training & Capacity building
- 4. Scope of Work:**

The scope of works includes the following:

- *Activity : 1*
  - a) Project planning and guiding the Steering committee in preparation of the project
  - b) Assist in developing specifications
- *Activity: 2* Scrutiny of the deliverables
  - a) Scrutinizing design in light of the technical/user requirements
  - b) Point out the shortcomings and offer suggestions for their rectification (major defects shall be intimated in writing)
  - c) Make confirmatory entries accordingly
- *Activity: 3* Project Management
  - a) Laying down for Steering committee and supervising, on behalf of The Board, contract management procedures and quality control procedures of the 1<sup>st</sup> tier.
  - b) Advising on procedures and methodologies regarding the system developer's work program, method statements, etc.
  - c) Scrutinizing, on random basis, the developer's detailed project plan, suggesting modification, if any, in the plan after a careful study and ensuring timely completion. Scrutinizing on random basis and/or reviewing contractor's superintendence, personnel and suggesting modifications, if any.
  - d) Scrutinizing, on random basis, the developer proposed by The Board for carrying out the works to ensure that these are satisfactory with particular reference to the technical requirements, and deployment of the necessary support, project implementation schedule and other aspects.
  - e) Reviewing the tests at all stages of development/ and undertake additional tests as necessary to assess the quality of the system.
  - f) Advising Steering committee on regular inspection of system developer's procedure and methodology.
  - g) Evolving and implementing a system for the quality assurance of the

system.

- h) Provide a system of control of quality of development and software using a sampling method and criterion, and acceptance criteria. The sampling method and the acceptance criteria shall be based on the technical and/or user requirements
- i) Developing model Maintenance plan for the system.
- j) Generate project Performance Monitoring and Project Completion Report:

• Activity: 5 Training & Capacity Building of Steering committee and Contractor's Staff: The Consultant shall provide (i) formal and (ii) on the job training to both the Steering Committee and The Board's staff if needed. Formal training shall take the form of;

(I) briefings held on site at the beginning of each contract to ensure all staff working on each contract understand respective roles and responsibilities and

(II) Workshops as may be instructed by The Board.

Such training shall be dovetailed with other training programs being provided by Board with particular emphasis on the checklists required to be followed on the tests task.

During their regular reviews, the Consultant is expected to provide on the job training on aspects such as in the use of checklists, performing various tests, quality control procedures, safety and environmental management, good contract management practices and other aspects as the circumstance may dictate.

It is expected that available staff of the Consultant would be in a position to provide required level of training. However, training on some of the specialized item(s), activities could be either provided by experts or outsourced.

In such cases the Consultant is required to obtain approval of The Board in regard to the CV, remuneration and other costs associated with it.

Thus, the scope under this activity comprises:

- a) Prepare training need assessment of Steering Committee and staff
- b) Based on the approved training plan provide periodic on the job training for the Steering Committee as far as procedural aspects are concerned.

## **5. Staffing and Other Inputs:**

**5.1** The Consulting firm will be expected to provide the following personnel for the indicated duration. The durations given are indicative and subject to variation by agreement between the Consultant and The Board.

The Consultants team composition and inputs are shown below.

### **5.2 Basic Qualification and Experience of the Team:**

It shall contain the following:-

- (a) Particulars of the consultant including Curriculum vitae (CV)
- (b) At least a graduate with two years experience in Management Information Systems
- (e) Any proposed staff to assist in the assignment

The Consultant will be responsible for deployment/withdrawal of staff/additional staff

for efficient and complete supervision of works. However, the total staff inputs should not exceed the staffing requirements in the Contract. However, the CV's of key personnel shall be included in the RFP along with documentary proof of qualification and experience, their written consent and availability. The CVs of all team members will be provided at the time of submission of Financial Offer.

**6. Facilities:**

The Consultant will have to make his own arrangements for office, utilities, accommodation and transport and should include cost of all these elements in his Financial Offer.

**7. Reports:**

The Consultants will submit the following periodic reports at the time and in the number of copies (also in electronic copies) indicated for each, in addition to reports, which will be submitted on the specific tests under the scope of work. Some of the reports would be in questionnaire form so that all required aspects are covered.

(a) *Inception Report:* To be submitted within three (3) weeks of the commencement of services. The report will be based on work and staffing schedules agreed during contract negotiations, will include the Consultant's detailed work program. (Copies to be determined by number of Steering Committee)

(c) *Progress Report:* Monthly reports to be submitted by the tenth day of the following month.

The reports will summarize the activity wise work performed during the reported period identifying the problems encountered, and indicating the corrective action taken or recommended. The report will also summarize record of meetings with the Steering committee.

(d) *Quarterly* on the activities carried out shall be submitted to Board through the Steering Committee, along with its comments. In case the Consultant finds that his suggestions for improving the quality, reducing the time overrun etc. are being overruled by the Steering committee such instances should also be included in this report

(e) *Special Reports:* Special Reports shall be prepared periodically covering:

- List of major shortcomings in design and preparation of detailed project reports (DPRs)
- Procedures and methodologies regarding Contract Management, 1<sup>st</sup> tier quality plan, deployment reference to project implementation schedule,
- Model maintenance management plan on any other issue covered in the scope of works, if required by Board

(f) *Project Completion Report:* To be submitted upon completion of the service along with comments of the Steering Committee. Copy of this report shall be submitted to Board as well.

**8. Additional Services:**

The Consultants shall, if so required by The Board, provide any additional services as mutually agreed upon as a variation order.

**9. Performance Security:**

Consultant shall be required to submit acceptable Bank Guarantee for an amount equal to 2% of the accepted consultancy cost towards Performance Security. The validity of the Bank Grantee(s) shall cover entire duration of consultancy period plus 6 months. The Consultant from The Board shall be approved the format of the Bank Guarantee(s).

The Bank Guarantee(s) shall be released after satisfactory completion of the assignment and submission of completion report. If performance of the Consultant is not found satisfactory this security will be liable to be forfeited. In addition the Consultant shall be liable for action under other clauses of the contract.

**10. Penalties:**

1. The Board may conduct independent quality monitoring and checking of works carried out by the Consultant. If such checks disclose that works carried out by the Consultant do not meet the specified requirement, The Board will not pay the Consultant fees for the affected portion. In addition, the Consultant will incur a penalty equal to 100% of such fee and without entitlement to payment of further fees in this respect.
2. If the service of a team member provided by the Consultant is not acceptable to The Board, the Consultant shall immediately replace the team member on request of Board. If the Consultant fails to quickly deploy/replace a team member as instructed by the Employer, the Employer may make temporary arrangement. The Board shall pay the temporary deployment/replacement with commensurate reduction in the scope of the PMC Contract. The Consultant shall incur a penalty equal to 50% of the cost to the employer of the temporary deployment/ replacement until such time that the Consultant provides an acceptable replacement/ team member. This will however be a temporary arrangement and if the Consultant fails to deploy the requisite personnel or replace any member as instructed, the Consultant shall be liable for action for termination of Contract and or black listing.

Payment shall be made on monthly basis of time actually spent by the site office experts in performance of the services plus the pro rata overhead charges comprising the components of head offices and site office expense.

**THE FOLLOWING ARE SPECIFIC SYSTEM TERMS OF REFERENCE.**

Scope of Work

The scope of work includes:-

- i. The supply, installation, configuration and commissioning of an Enterprise



Resource Planning System which should be modular and web based interface in all aspects; that should reach the 290 constituencies and the Main Headquarters at Lonrho house.

- ii. Supply and set up of a centralized database;
- iii. Setup of data validation, data analysis, data extraction and data backup systems and procedures;
- iv. Describe all hardware specifications necessary to operate the proposed system (platform, processor, memory, hard disk type and size).
- v. Describe all server software specifications for the new system.
- vi. Describe all client software specifications for the new system.
- vii. Training of users;
- viii. Provision of warranty after successful commissioning (go-live) of system.
- ix. Preparation and timely submission of project reports.

## **7.1 Deliverables**

- ❖ Inception Report giving a detailed understanding of the assignment.
- ❖ A detailed work plan with the resource requirements schedule.
- ❖ Functional Requirements Design
- ❖ Installed and commissioned Enterprise Resource Planning System
- ❖ Training of administrators and end users
- ❖ Well functional and tested System source code
- ❖ System and User Manuals in hard and soft copy
- ❖ fortnight status reports
- ❖ Risk management report
- ❖ Final project report
- ❖ Warranty of 1 year i.e. User and System support
- ❖ Proposed Hardware and Operating system requirements and specifications
- ❖ Utility Requirements (other components required for the system to function properly)

## **7.2 Technology**

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

- ❖ The proposed components of the system (Names and versions)
- ❖ The application development environment.
- ❖ The database proposed.
- ❖ Operating system proposed.
- ❖ Client or end-user operating systems supported
- ❖ The system must be scalable to accommodate growth in the user base as well as transactions. Comment on how this can be realized.
- ❖ Please elaborate on the open-endedness of the software to allow integration with other systems especially the e-government system.
- ❖ Please describe the programming language/technology of the system.
- ❖ Setup of necessary IT security measures for the system;
- ❖ Supply and installation/setup of the appropriate software, licenses and kits;
- ❖ The system must be highly available with an uptime of at least 99.9% availability.
- ❖ Network environment(s) supported. Bidders are expected to advise and where

necessary provide the minimum hardware specifications for the optimum operation of their solution.

For each SPECIFICATION, bidders are requested to provide a clear and concise explanation or provide across-reference to where that explanation or supporting information can be found in other part of the technical proposal.

#### Technology Transfer

As part of the implementation process, it is the hope of UFOB that its implementation personnel can gain significant expertise in both the technology used by the application as well as the inner workings of the application itself. It is our requirement that you ensure that the team is familiar with all aspects of your application.

#### General System Requirements

The General System Requirements provide the basic requirements that the system must possess. The requirements listed below will provide for the setup and operation of the system:

<b>No.</b>	<b>Item: General System Requirements</b>
GS1	Graphical User-friendly interface.
GS2	Simple and Intuitive navigation between functions such as dropdown menu driven options for common/known data fields.
GS3	Auto email Facility
GS4	Automatic population of known fields to reduce data re-entry.
GS5	Ability to print any information displayed on a screen.
GS6	Data validation and error checking facility.
GS7	Ability for the system to set up various parameters that are user specific (data classifications, formulas).
GS8	Provide for a multi-currency facility transaction processing system.
GS9	Have a report generator facility allowing for the generation of standard and non-standard reports.
GS10	Be service oriented architecture and based on web technology standards, interoperability with open standards. Ability to allow for remote access to the System through a standard web browser, mobile.

GS11	Ability for the system to grant access to users through a single sign-on/log-on facility.
GS12	The system should interface with other applications.
GS13	The system must provide a facility for output/reports to be directed either to a printer, screen or file and have the following: <ul style="list-style-type: none"> <li>• Title/description;</li> <li>• Page numbering;</li> <li>• End of report message; and</li> <li>• Default spooling where output size exceeds user defined limits.</li> </ul>
GS14	Ability to handle versatile reporting queries from staff
GS15	Generate standard and customized reports. Automatically refresh when the underlying data is changed.
GS16	Ability to configure the layout of standard reports. Possibility to include the Authority's logo on a standard report?
GS17	Ability to transform existing data in a report into a chart or graph.
GS18	Ability to create reports and export them to MS Word, MS Excel, Email or PDF.
GS19	Ability to schedule reports and print on queue as required.
GS20	Ability to predefine the generation of automatic reports for example weekly, bi-weekly, monthly, quarterly, annually.
GS21	Ability to easily setup user-defined (ad hoc) reports.
GS22	Ability to configure users based on roles and responsibilities for example through the departments.
GS23	The system must provide for security backup facilities to enable complete file restore and recovery.
GS24	The System must have the capability of performing incremental backups without system downtime.

## Service Level Agreement (SLA) and Support Requirements

The objective of the Service Level and Support requirements is to ensure that the system implemented is adequately supported and that the system maintains the acceptable uptime levels.

No.	Detailed Requirements
i.	The bidder MUST guarantee free support for the proposed system for at least one (1) year after commissioning.
ii.	The bidder should furnish a maintenance schedule for the system so supplied.
iii.	The bidder MUST test all the necessary interfaces and interconnection facilities which integrate the components of the proposed system.
iv.	The bidder MUST commit to providing ongoing technical support for the tuning and re-configuration as requested from time to time once an SLA is signed before the expiry of the warranty period.

### Duration of the Consultancy

It is envisaged that the entire implementation duration will be a maximum of **Twenty four months (24)** from the date the contract is signed. This put into consideration a phased approach to implementation. However, bidders are encouraged to propose an agreeable duration as may be practically possible while meeting all the requirements of the Terms of Reference.

The project implementation duration does not include the warranty period, which will commence immediately after commissioning the system, for a period of one(1)year.

### Responsibility of client

The client shall undertake the following:

- Provide office space and other necessary tools
- Introduce the successful bidder to the key parties.
- Provide relevant documents that may be required.
- Provision of timely feedback.
- Payment of dues as per the contract.

### Supervisory arrangements

The consultant shall report to the Client's Implementation Team headed by the Chief Executive Officer

### Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

### Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

## BID SECURITY

All bidders should provide a bid security equivalent of 2% of the quoted prices.

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

### On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.

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

- 1.
- 2.
- 3.

**PERFORMANCE BOND**

To:  
The Ag.Chief Executive Officer  
Uwezo Fund Oversight Board  
P.O. Box 42009-00100  
NAIROBI  
**KENYA**

WHEREAS [*name of supplier*] (hereinafter called "the Supplier") has undertaken, in Pursuance of Contract No. [*Reference number of contract*] dated

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015

to supply, Install and commission Enterprise Resource Planning (ERP) System,(hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with bank guarantee of 10% of the contract amount by reputable bank, the sum specified therein being bond for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:-

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

This guarantee is valid until the conclusion of the second year after the date of acceptance by The Uwezo Fund oversight Board of the installation of the ERP system.

Signature and seal of the Guarantors

Address

Date

APPENDIX "A"

1. **The name of the Client is:** Uwezo Fund oversight Board
2. Technical and Financial Proposals are requested: **Yes**
3. Bidders must submit an original and one copy of both Technical and Financial proposals.
4. Information on the outer envelope should also include the title of the Tender and submission address as follows:

**The Ag. Chief Executive Officer,  
Uwezo Fund oversight Board,  
P.O. Box 42009 00100,  
Nairobi.**

Contact of the institution through-e-mail – [procurement@uwezo.go.ke](mailto:procurement@uwezo.go.ke) or  
[ict@uwezo.go.ke](mailto:ict@uwezo.go.ke)

Or contact ICT-0721 318 579/0721311494

5. Proposals must be submitted not later than the following date and time **Wednesday, 19<sup>th</sup> August, 2015 at 10.00 am**
6. The weights given to the Technical and Financial Proposals are:  
T= 0.80+  
F= 0.20