



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND PLANNING

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When Replying Please Quote  
Ref: TNT/065/2020-2021 (10)

THE NATIONAL TREASURY  
P.O. BOX 30007 – 00100  
NAIROBI

15<sup>th</sup> June, 2021

To: All Bidders

REF: TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR  
INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM  
(IFMIS) QUALITY ASSURANCE PARTNER  
TENDER NO. TNT/065/2020-2021: ADDENDUM I

The National Treasury has issued the following addendum to Provision of Consultancy Services for Integrated Financial Management Information System (IFMIS) Quality Assurance Partner following a virtual pre - bid meeting held on Wednesday 9<sup>th</sup> June, 2021 at 10.00 a.m.

S/No	Requested Clarifications	Clarification
1.	Can the Pre bid Conference form be sent on line?	The Original Pre-Bid Conference form Must be physically submitted for signature to the Head, Supply Chain Management Services, The National Treasury, Harambee Avenue, Treasury Building, 6 <sup>th</sup> Floor, Room 619
2.	Request that the tender be extended for 3 days more from <b>Friday 18<sup>th</sup> June, 2021 at 11.00 a.m.</b>	The Tender has been extended and shall be opened on <b>Wednesday 23<sup>rd</sup> June, 2021 at 11.00 a.m.</b>
3.	ITT 22.1 Mandatory Requirement item 8 Page 26 of the Tender Document states that;  Submit the required number of copies i.e. <b>one (1) original and five (5) copies and two (2)</b>  Kindly Clarify	The bidder shall submit;  Submit the required number of copies i.e. <b>one (1) original and five (5) copies</b>

S/No	Requested Clarifications	Clarification
4.	<p>The Bid Data Sheet includes Training Expert while the Terms of Reference has no provision for a Training Expert</p> <p>Section “Qualifications and competence of the key staff for the assignment” (page 28 of 102) mentions the following staff:</p> <ol style="list-style-type: none"> <li>1. Project Manager</li> <li>2. Oracle Financials Expert</li> <li>3. Oracle Supply Chain Expert</li> <li>4. Oracle Hyperion Expert</li> <li>5. Oracle BI Expert</li> <li>6. Security Expert (Oracle DB &amp; Apps)</li> <li>7. Security Expert (Network &amp; Infrastructure)</li> <li>8. IFMIS Strategy Expert</li> <li>9. Capacity Building Expert</li> </ol> <p>However section “Qualification and Experience of QA consultants team” (page 59 of 102) mentions the following staff</p> <ol style="list-style-type: none"> <li>1. Project Manager</li> <li>2. Oracle Financials Expert</li> <li>3. Oracle Supply Chain Expert</li> <li>4. Oracle Hyperion Expert</li> <li>5. Oracle BI and Integration Expert</li> <li>6. Security Expert</li> <li>7. Security Expert (Network &amp; Infrastructure)</li> <li>8. IFMIS Strategy Expert</li> </ol> <p>Hence there seems to be a discrepancy between the two sections. Please let us know the correct requirement of staff.</p>	<p>This has been included. See the attached.</p>
5.	<p>Limiting Oracle experience to an expert having a specific undergraduate degree is a bit limiting / restrictive</p>	<p>It’s prudent to have professionals in specific areas as well as the oracle experience.</p> <p>The experts should have the academic knowledge and professional experience in each relevant academic discipline</p>
6.	<p>Kindly provide the current status of the IFMIS Site e.g. implementation and support, with a 5 year projection to</p>	<p>The 5-year in the tender document relates to the IFMIS Strategic Plan, which is under development to cover five</p>

S/No	Requested Clarifications	Clarification
	align the role of the Quality Assurance Partner in the 5 year plan	<p>years. The QA support is planned for 2 years.</p> <p>A brief overview of IFMIS implementation is attached.</p>
7.	Please share the template for Confidential Business Questionnaire to be filled by all partners (mandatory requirement no 6 on page 26).	This has been included. See the attached.



## TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

#### a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	

10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of  state which stock exchange	
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**General and Specific Details**

b) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

(i) Private or public Company \_\_\_\_\_

(ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings  
(Equivalent).....

Issued Kenya Shillings  
(Equivalent).....

(iii) Give details of Directors as follows.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				

3				
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**e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

i) are there any person/persons in..... (*Name of Procuring Entity*) who has / have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

	Names of Persons	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

**Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		



7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

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

Title or Designation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Signature)*

*(Date)*

## CURRENT STATUS OF THE IFMIS SITE

The Government of Kenya's IFMIS is Enterprise Resource Planning (ERP) Software, developed on an Oracle platform. IFMIS is managed by the National Treasury and rolled out in the National Government and the 47 County Governments. IFMIS implementation is premised on the following components:

- i. **Re-engineering for Business Results:** This component's objective is to re-engineer business processes for improved financial management.
- ii. **Plan to Budget (P2B):** This component is aimed at providing a structured framework for development and deployment of a fully functional, automated planning and budgeting system, aimed at improving the accuracy and efficiency in the Government's planning and budgeting process. The IFMIS Planning and Budgeting module is used in National and County Governments to develop supplementary and annual budget estimates.
- iii. **Procure to Pay:** This component is aimed at creating an end-to-end automated process that starts at development of procurement plans, to the actual procurement of goods and services, to payment of suppliers for goods or services delivered. The IFMIS e-Procurement module covers a number of modules including; supplier management, requisition management, tender management (Sourcing), contract management, receipt management and inventory management.
- iv. **Revenue to Cash:** This component is aimed at providing functionalities for collection, recording and classification and reporting of Government revenue. It involves all activities related to revenue and cash management from generation, collection, recording of revenue and distribution of funds to the ministries.
- v. **Record to Report:** This component encompasses all activities that include the updating and maintenance of the general ledger, the reconciliation of sub ledgers to the general ledger and closing of books. It also includes recording, control and reporting on fixed assets at both National and County level.
- vi. **ICT to Support:** The main objective of this component is to provide the technical support underpinning effective and efficient automation of all the IFMIS processes. ICT to Support aims to provide the infrastructure and support required for a fully functional financial management system. The ICT environment consist of Cisco devices, PaloAlto Next Generation Firewalls, oracle brocades and Web Application Firewalls. Further this component has incorporated IBM solutions for Database Activity monitoring, Security incidence and event monitoring as well as network device management modules. In the next 2years IFMIS aims to modernize this environment by replacing devices that are end of life or that may come to end of life during this time. The QA consultant firm shall work with the IFMIS network & security support vendor to ensure the highest best implementation standard.



- vii. **Communicate to Change:** This component focuses on change management, capacity enhancement, information generation and dispersion, education and effective communication among IFMIS stakeholders. An IFMIS Help Desk and Call Centre has also been implemented and in use by Suppliers and users in National and County Governments.

Six accounting modules are implemented through IFMIS;

1. General Ledger
2. Accounts Receivable
3. Purchase Order
4. Fixed Assets
5. Cash Management and
6. Accounts Payable.

**CAPACITY BUILDING EXPERT – TRAINING AND KNOWLEDGE TRANSFER**

	Position	Qualifications	Experience
i.	Capacity Building Expert	At least a Bachelor's degree in Social Sciences, Education, Psychology, Adult Education or a related field	Experience in designing, planning and implementing knowledge-related initiatives and executing/facilitating programs involving knowledge management or learning  <i>Must provide evidence through recommendation letters</i>  (At least four (4) referees)

All the other terms and conditions remain the same.



**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES  
FOR: PRINCIPAL SECRETARY / NATIONAL TREASURY**

