

RFP NO: KRA/HQS/RFP-029/2020-2021
22nd January 2021
**RE: EXTENSION OF TENDER CLOSING DATE/OPENING DATE AND
ADDITIONAL INFORMATION**

KRA wishes to inform the prospective bidders that the tender closing /opening date for the above mentioned Tender has been extended as follows: -

DESCRIPTION	PREVIOUS CLOSING DATE	CONFIRMATION OF CLOSING DATE
RFP NO: KRA/HQS/RFP-029/2020-2021: REQUEST FOR PROPOSAL PROVISION OF CONSULTANCY SERVICES FOR AUTOMATION OF MANUAL SCM WORKFLOWS	26 th January, 2021 at 11.00 AM	9 th February, 2021 11.00 am

Please note additional information in reference to **SECTION IV: -TERMS OF REFERENCE**

1. Background and Context on the processes that are to be automated

Prospective bidder is advised that the notice of extension of the tender has been published via KRA E-Procurement Portal.

The Addendum form part of the bidding document and is binding to the bidder. All other terms and conditions of the tender remain the same. You are therefore required to immediately acknowledge the receipt of this addendum through eprocurement@kra.go.ke

Regards,



Margaret Ngari
For: Deputy Commissioner - Supply Chain Management

ADDENDUM SET 1

Bidders are advised to Note the additional detail on page 35 on Section IV- Terms of Reference (1. Background and Context) which has been amended to read as follows:

1. Annual Procurement Plan –(APP)	
This represents the functionality of the Annual procurement Plan Preparation	
Functional Requirement	
1	Capability to notify users to submit their Annual Procurement Plan requirements
2	Capability to have the user to submit the their departmental procurement plans
3	Capability to consolidate the annual Procurement Plan from the departmental submissions
4	Capability to provide a system that is based on real time updates done on the plan
5	Capability to make Annual Procurement Plan modifications based on reviewed budget
6	Capability to periodically roll-up and assess/monitor and report the budget-(Monthly/Quarterly)
7	Capability to perform drill down request pertaining to division, cost centres, funds, accounts, projects, etc.
8	Capability to apply percentage increase/decrease to any line item category in the Annual Procurement Plan and assess impact on Annual Procurement Plan as a whole
9	Capability to provide multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account Annual Procurement Plan monitoring and “forecasting”
10	Capability to Tracking of funding by Annual Procurement Plan phase (e.g. Base, Proposed, Adopted, Amended/Adjusted, and Implemented)
11	Capability to identify all Annual Procurement Plan components as either direct Procurement , Low Value Procurement , Donor
12	Capability to Attach/submit supporting documents i.e. excel, PDF, word files etc.)
13	Capability to Access data and generate report real time reports after import into the system
14	Input and document performance measures e.g. % of Annual Procurement Plan consumed
15	Capability Populate current Annual Procurement Plan requests with data from previous year’s requests
16	Ability to tie the funds on the approved APP and any reallocation of the funds needs approval from DC supply chain
17	Capability to filter requests not in the approved Annual Procurement Plan

18	Capability to identify procurement items out of time
Reporting:	
1	Capability to extract and use historical Annual Procurement Plan information by cost centre (department), job inquiry (capital project), ledger types etc. for trend analysis over time
2	Capability to identify and report by fiscal year any change (increases and decreases) to base Annual Procurement Plan by division, cost centre, fund, etc.
3	Capability to perform queries to obtain list of Annual Procurement Plan requests that meet user defined criteria for any combination of data fields in the Annual Procurement Plan request
4	Capability to produce the Historical Budget
5	Capability to capture, track, and report progress of divisions key performance indicators and program performance measures over multiple years
6	Capability to easily export reports to other formats after viewing (e.g., Excel or PDF)
7	Capability to produce reports at any level of detail (e.g., Region, division, cost centre, per material year etc.)
8	Capability to produce reports that compare expenditures to budget
9	Capability to produce reports that compare performance against projections
10	Comparative analysis of Annual Procurement Plan to actuals (e.g. straight lining)
11	Display of actual expenditure and revenue data by month, quarter, and year
12	Access to prior year Annual Procurement Plan and Actual data for reporting and analytical purposes
13	Ability to display report data in graphical form /Dashboards
2. Request For Procurement	
Functional Requirement	
1.	Ability to confirm availability of the item in the Annual Procurement Plan
2	Ability to assign the Request to the buyer who will work on the PR

3	Ability to block items that are not in the approved annual procurement plan
4	Ability to Send Approval Notifications to The Cost Centre Approver/ Person to action on the issue
6	If the Cost Centre Approver has approved the amount should deduct the Spending against the Annual Procurement Plan Line Item
7	The Approval notification should be sent to Procurement Team responsible
8	Ability to send Notification to the user once the request work has commenced
Reporting:	
1	Open POs
2	Open PRs
3	Purchase Order Cycle Time
4	Turn Around Time of Verification of Request
5	Turn Around Time of Purchase order Approval
6	Rejected PRs and reasons
Notes	
1	Annual Procurement Plan should be uploaded as per line itemise, and spending should be able to consolidate per cost centre (for reporting)
2	Rejection of the PR if the item is not in the Annual Procurement Plan for the item/service to be purchased, he/she should source for a supplementary Annual Procurement Plan from the Annual Procurement Plan committee which once approved the new Annual Procurement Plan line item will be uploaded into the system
3	If the item/service to be procured exceeds the item's budgeted amount, upon approval the system should give the user the flexibility of pulling funds reserve from another line item (in the same cost centre or different cost centre – <i>only if there is a consent by the user departments</i>)
4	The user departmental heads should be able to have a view of their Annual Procurement Plan spending i.e. Annual Procurement Plan real time status

3.Evaluation Reports

Functional Requirement

- 1 Integrate all individual evaluation reports to know final status of evaluation
- 2 A mechanism to record the evaluation data
- 3 Maintain technician information or obtain from the submitted documents
- 4 Ability to create link for evaluation

Reporting:

- 1 Able to create evaluation order and track its status
- 2 Ability to create reasons for rejection
- 3 Details of Evaluation Committee members

4.Professional Opinion

Functional Requirement

- 1 Ability to have a mechanism to record based on the final evaluation report
- 2 Ability to develop a template to populate the data
- 3 Ability to have approvals done on the system i.e Pick respective approval matrix
- 4 Ability to send Notification award to be sent to the service provider

Reporting:	
1	Customised reports on all awards
2	Dashboard Reporting Based on input data provided e. Value of Award ,
5.Award and Reward Notification	
Functional Requirement	
1	Ability to provide two factor authentications on all application login activities for identified users on the systems stated as per the professional opinion
2.	Issue Notification of Award/Rejection simultaneously
3.	Provide Window to lodge complaint
Reporting:	
1	Amount of award
2	Status of award in terms of where it has reached
3	Statutory reports E.g. AGPO, BKBK, Terminations and DP reports
6.Contract Management	

Functional Requirement	
1	Ability to link the contract /Framework agreement to the Annual Procurement Plan
2	Maintain contract History
Reporting:	
1	Ability to formulate the contract list of all approved contracts i.e. Framework agreements and Framework Engagements , Leases
2	Able to show upcoming contracts scheduled for renewal through Notifications to Both User department and SCM 6 Months (<i>Appropriate time</i>)
3	Maintain Contract Performance History
4	Issue Notification on renewal /expiry date/Depletion date

DASHBOARD REPORTS	
Supplier Analysis	Supplier Management
	Supplier Appraisals i.e. Supplier development /AGPO,
	Number of Suppliers: Track your level of dependency towards your supplier and spend per supplier
	Supplier Availability: Measure suppliers' capacity to respond to demand
	Supplier Defect Rate: Evaluate your suppliers' individual quality
	Lead Time: the total time to fulfil an order
	Supplier dependability on purchases
	Compliance Rate one that shows if suppliers fulfil your requirements
	No performing and non-responsive vendors
	No of Evaluation Received and by Value ,Department and date
Contract Administration	Running Contracts life Cycle i.e Contracts Review and Contracts not on schedule
	No of evaluation reports returned for review -by Value ,department &date

	No of Variations Received by Value ,department and date
	Number of Professional Opinion/awards by value department and date
	Number of Contracts executed by value ,date and duration
	100% Track contracts/leases expiry dates to ensure renewal in time
Savings	% Savings of the total spend
	% Savings comparison between previous year Annual Procurement Plan
	Spend per Region/Plant and comparison with previous periods
Spend Analysis	<ul style="list-style-type: none"> • Spend Under Running Contracts • Spend per procurement method e.g. Direct , Open , RFQs • Spend per department • Spend on low value procurement
	APP (Annual Procurement Plan) Uptake Monitoring
	Open LPOs
	Open PRs
Strategy and Planning	Lease Renewal Monitoring
	Purchase Order Cycle Time- P2P- PR- PO Conversion
	Payment Age Analysis
	Average supplier credit days - payment terms
Payments Analysis	Number of Advance Payment, LC
	AGPO Payments within 30 Days
	Number of Contracts under drafting
Conveyancing Unit	Number of Contracts under Execution
	Number of Contracts Under Review
	Tenders
	Tenders Advertised
	Tenders Opened
Sourcing Unit	Tenders Under Evaluation
	Executed Contracts

	Ordered
	Terminated Contracts
	PR
	Procure to Pay Status
	PRs Assigned
	PRs to PO Converted
	PRs to PO not Converted
	No of PR and PR Value
	PR against APP
	Terminated PR
	PO delivery Status
	Inspection /SES/to Payment
	Supplier Appraisal
Contract Monitoring and Administration	

Supply Chain Services
Unit