BANKI

KUU YA
KENYA



CENTRAL BANK OF *KENYA*

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EXPRESSION OF INTEREST (EOI) DOCUMENT

REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF ENTERPRISE RESOURCE PLANNING SYSTEM AND IMPLEMENTATION SERVICES FOR CENTRAL BANK OF KENYA

REOI NO. CBK/EOI/066/2026-2027

CLOSING DATE: 17TH NOVEMBER 2026 AT 10.30 A.M

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NOTICE FOR EXPRESSIONS OF INTEREST (EOI) FOR PROVISION OF ENTERPRISE RESOURCE PLANNING SYSTEM AND IMPLEMENTATION SERVICES

1. The C*entral Bank of Kenya* intends to shortlist Firms for Provision of Enterprise Resource Planning System and Implementation Services for the Bank.

2. The Central Bank of Kenya now invites eligible firms to indicate their interest in providing the Services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria on required qualifications and experience of the firm are as detailed in the evaluation criteria

3. The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.

i) The Firm will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.

ii) The Firm has no personal or business relationship with the Procuring Entity's senior management or professional staff.

iii) A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.

iv) Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions will not be eligible.

4. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

5. A Firm will be selected in accordance with the **Quality Based Selection (QBS)** method set out in the Act and Regulations.

6. Further information can be obtained at the address below during office hours *09:00am to5:00am.*

Name of Procuring Entity - Central Bank of Kenya_
Contact Person/Official - Deputy Director, Head of Procurement
Telephone number **Tel: +254 20 2861000/2860000**
Email Address: supplies@centralbank.go.ke
Postal Address: P. O. Box 60000 – 00200, Nairobi
Physical Address: Central Bank of Kenya Building **along Haile Selassie Avenue**

7. Expressions of interest must be delivered in a written form and be deposited in the **Green Tender Box No. 3** at the main entrance of ground floor of **Central Bank of Kenya along Haile Selassie Avenue,** or posted using the address **Director, General Services Department, Central Bank of Kenya, P. O. Box 60000-00200, Nairobi, Kenya, Haile Selassie Avenue** so as to be received on or **before 17th November 2026 at 10:30 am**

8. The EOI will be opened immediately after the deadline date and time specified above or any deadline date and time specified later in the presence of the candidate's representatives who may choose to attend the opening at the **Central Bank of Kenya Head Office in Nairobi, Senior Staff Canteen on 6th Floor.**

Deputy Director/Head of Public procurement

TERMS OF REFERENCE FOR EXPRESSIONS OF INTEREST (EOI) FOR PROVISION OF ENTERPRISE RESOURCE PLANNING SYSTEM AND IMPLEMENTATION SERVICES FOR CENTRAL BANK OF KENYA

The Central Bank of Kenya ("the Bank") invites Expressions of Interest from eligible and experienced firms, consortia and joint ventures to provide an Integrated Enterprise Resource Planning (ERP) and Enterprise Performance Management (EPM) Solution with implementation services. The solution shall cover Budgeting and Performance Management, Financials, Procurement and Supply Chain Management, Project Management, Asset Maintenance, Human Capital Management including Payroll, Travel and Expenses, and an e-Procurement module compliant with the Public Procurement and Asset Disposal Act, 2015 and its Regulations.

This EOI is issued under the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020. Its purpose is to shortlist qualified firms, who will then be invited to submit detailed technical and financial proposals.

1. Background

The Central Bank of Kenya is established under Article 231 of the Constitution of Kenya and the Central Bank of Kenya Act (Cap. 491). It is responsible for monetary policy, financial stability, currency issuance and oversight of the payments system.

The Bank seeks one modern, secure and integrated ERP platform to automate end-to-end business processes, strengthen internal controls and support its strategic plan.

The Bank has about **1,500 permanent staff**. It also hosts staff seconded from other institutions for limited periods. The solution must handle both groups, including time-bound access for seconded staff.

The solution must also align with Government public finance reforms, including mandatory electronic procurement integration with the national Electronic Government Procurement System (e-GP) at egpkenya.go.ke.

Details of the Bank's current ERP and related systems are confidential. They will be discussed only with applicants who sign a Non-Disclosure Agreement (NDA) with the Bank, and only by prior appointment through the contact in Section 7.

2. Objectives and Scope of Assignment

The Bank seeks a single integrated solution that delivers one source of truth across finance, supply chain and people management.

The objectives are to:

1. Automate and integrate core operational, financial, human capital, procurement, asset maintenance and strategic planning processes on a single platform, using world-class best practice, automated workflow approvals, business rules and governance controls.
2. Strengthen internal controls, segregation of duties and audit trails.
3. Deliver real-time management reporting and analytics.
4. Ensure full compliance with the PPADA 2015, the PFM Act 2012, IPSAS/IFRS, the Employment Act 2007, the Data Protection Act 2019 and applicable tax laws.
5. Integrate seamlessly with the Bank's core banking, treasury and payments systems and with Government platforms.
6. Reduce total cost of ownership and improve user experience, including self-service and mobile access.

3. Functional Scope

The solution shall deliver the modules below on one unified ERP and EPM platform. Detailed requirements for each module are as detailed below.

Pillar	Module	Req. ID	Scope summary
Budgeting & Performance	Budget Planning & Forecasting	EPM-01	Multi-dimensional, driver-based budgeting; rolling forecasts; what-if scenarios; predictive analytics
Budgeting & Performance	Project & Capital &Opex Budgeting	EPM-02	Multi-year WBS budgeting; capital evaluation (NPV, IRR, payback); investment prioritization; posting to ERP subledgers
Budgeting & Performance	Budget Approval & Governance	EPM-03	Planning units; top-down and bottom-up approvals; adjustment tracking; audit logs; baseline locking
Financials	General Ledger	FIN-01	Multi-currency, multi-ledger accounting; real-time consolidation; journals; subledger accounting rules; reporting
Financials	Payables	FIN-02	OCR invoice capture; 2-, 3- and 4-way matching against POs, receipts and inspections; payment batches
Financials	Fixed Assets	FIN-03	Full asset lifecycle with multi-book accounting and warranty tracking
Financials	Lease Accounting	FIN-04	IFRS 16 lease accounting; right-of-use assets; lease liability schedules
Financials	Cost Accounting	FIN-05	Inventory costing; overhead allocation; landed costs; variances
Financials	Period Close	FIN-06	Period Close orchestration; automated reconciliation; exception management; sequential close
Procurement & SCM	Requisitions	SCM-01	Self-service requests; catalogues and punch-out; real-time funds check; approvals; PO conversion
Procurement & SCM	Purchasing	SCM-02	PO lifecycle; amendments; blanket and contract agreements; delivery scheduling
Procurement & SCM	Inventory Management	SCM-03	Multi-location stock; lot and serial control; cycle counts; min-max planning; transfers
Procurement & SCM	Sourcing	SCM-04	RFI, RFP, Open Tender and RFQ events; bidding portal; multi-stage blind evaluation; award to contract
Procurement & SCM	Supplier Portal	SCM-05	Supplier self-registration; profile and bank account details updates; PO visibility; e-invoicing
Procurement & SCM	Procurement Self-Service	SCM-06	Simple ordering app for staff who need little training
Procurement & SCM	e-Procurement & PPADA Compliance	SCM-07	Integration with national e-GP system; statutory procurement methods, AGPO, PPRA reporting (Section 3.2)
Project Management	Project Management	PRJ-01	WBS; resource scheduling; cost collection; billing; revenue recognition
Asset Maintenance	Asset Maintenance	MNT-01	Preventive, predictive and corrective work orders; asset hierarchies; spares; safety rules
Human Capital	Core HR	HCM-01	Workforce records for permanent and seconded staff; organization structures; assignments; employment history
Human Capital	Recruiting	HCM-02	Applicant tracking; job posting; career site; interviews; offers

Pillar	Module	Req. ID	Scope summary
Human Capital	HR Help Desk	HCM-03	HR service requests; ticket routing; SLAs; knowledge base
Human Capital	HCM Controls	HCM-04	Segregation-of-duties analysis; sensitive transaction monitoring; compliance auditing
Human Capital	Talent Management	HCM-05	Performance reviews; goals; succession; 360-degree feedback
Human Capital	Learning Management	HCM-06	Compliance training; course scheduling; completions
Human Capital	Payroll	HCM-07	Kenyan statutory payroll for permanent and seconded staff; integration with GL and payment systems
Travel & Expenses	Travel & Expenses	TAE-01	Travel and expense claims; cash advances; receipt capture; approvals; disbursement
Platform	Integrations	PLT-01	Connectors and APIs, including CBK payment systems and core banking (Section 4.1)
Platform	Document Management	PLT-02	Attachments across all modules; in-context preview; secure repository
Platform	Workflow (BPM)	PLT-03	Configurable multi-tier, parallel and rule-based approvals
Platform	Rules Engine	PLT-04	Real-time validation; subledger accounting rules; automation
Platform	Extensibility	PLT-05	Custom fields and UI rules without changing source code

3.1 Workforce Coverage and Payroll

The Bank has about 1,500 permanent staff and hosts staff seconded from other institutions for limited periods. The HCM and Payroll modules shall:

- Hold records for permanent and seconded staff, capturing each secondee's parent institution, secondment start and end dates and applicable allowances, with access ending automatically on expiry
- Provide employee and manager self-service, including leave, time and attendance
- Administer staff benefits, loans, medical schemes and pensions
- Run payroll with statutory deductions (PAYE, SHIF, NSSF, Affordable Housing Levy), updating automatically when rates change
- Produce statutory returns and remittance files for KRA, SHA and NSSF
- Post payroll to the general ledger and disburse through CBK payment systems

3.2 e-Procurement (Kenyan Procurement Law Compliance)

The e-Procurement module (SCM-07) is a mandatory component. It shall comply fully with:

- The Public Procurement and Asset Disposal Act, 2015 (as amended)
- The Public Procurement and Asset Disposal Regulations, 2020
- PPRA circulars, Standard Tender Documents and National Treasury directives on the e-GP system

At a minimum, the module shall:

1. **Integrate with the national e-GP system** at egpkenya.go.ke. It must exchange procurement plans, tenders, awards, contracts and payments data, so that no procurement is conducted outside the Government system.
2. Support **all procurement methods** under the Act, including open tender, restricted tender, direct procurement, request for quotations, request for proposals, framework agreements, specially permitted procurement and low-value procurement.

3. Enforce the **Access to Government Procurement Opportunities (AGPO)** reservation of at least 30% for youth, women and persons with disabilities, with reporting.
4. Apply **thresholds and approval authorities** in line with the Regulations, with configurable workflows.
5. Support **tender committee processes**: opening, evaluation and professional opinion, each with digital signatures and time stamps.
6. Manage **statutory timelines**, including the 14-day standstill period before contract signing.
7. Publish tender notices and contract awards on the **Public Procurement Information Portal (PPIP)**, directly or through the e-GP system.
8. Support **supplier self-registration and prequalification**, with verification against KRA, the Business Registration Service and other Government registries.
9. Generate **statutory reports** to PPRA, including quarterly reports and procurement records under Section 68 of the Act.
10. Keep a **complete, tamper-evident audit trail** and preserve records for at least six years.
11. Support **preferences and margins of preference** for local and citizen contractors as provided by the Act.
12. Handle **disposal of assets** through electronic auctions and other approved methods.

4. Technical, Integration and Security Requirements

Sections 4.1, 4.3, 4.4 and 4.5 are mandatory; an EOI that omits any of them will not be evaluated further.

4.1 Integration with CBK Payment Systems and Core Banking (mandatory)

The solution shall be integrated securely, in real time or near real time, with:

- The Bank's **core banking application**, for posting transactions, account balances, and general ledger reconciliation
- The Bank's **payment systems**, including the Kenya Electronic Payment and Settlement System (KEPSS/RTGS) and other CBK payment and settlement platforms, for supplier payments, payroll disbursement and receipts
- Treasury, document management and business intelligence systems
- Government systems, including the e-GP system, IFMIS where required, KRA iTax and eTIMS, and the Integrated Population Registration System
- Integrations with other Bank systems like the Pensions System, Clinic system, etc.

Applicants shall describe their integration approach, standards supported (for example ISO 20022, REST APIs, secure file transfer) and any comparable integrations delivered at central banks or commercial banks.

4.2 Hosting and Security

- **Hosting on a local public cloud in Kenya is preferred.** Applicants shall name the proposed cloud provider and data-center locations. On-premises or hybrid alternatives may be proposed with justification.
- All Bank data shall remain in Kenya, in line with the Data Protection Act, 2019 and CBK data-localization requirements.
- The proposed product shall be proven and commercially available, with the proposed version in production at comparable institutions.
- Role-based access control, single sign-on, multi-factor authentication and full audit logging
- Encryption of data at rest and in transit; disaster recovery with defined recovery time and recovery point objectives
- Compliance with the Computer Misuse and Cybercrimes Act, 2018, ISO/IEC 27001 and CBK cybersecurity guidelines

- Mobile access, built-in analytics dashboards, a clear product roadmap and vendor support in Kenya

4.3 Licensing Model and Five-Year Total Cost of Ownership (mandatory)

Applicants shall give a clear description of:

- The **licensing model**: perpetual, subscription (SaaS) or other. The Bank's preferred license regime is named-user licensing. Applicants shall state the license types by user category (for example full, self-service only, approver), how licenses for time-limited seconded staff are assigned and reassigned, and how future growth is priced. Pricing shall assume about 1,500 permanent staff plus second staff
- An **indicative Total Cost of Ownership over five (5) years**, broken down by year and by: licenses or subscriptions, cloud hosting, implementation, integration, data migration, training, annual support and maintenance, and upgrades
- Any costs payable to third parties, and any price escalation terms

Indicative costs at EOI stage are for evaluation and planning only; binding prices will be requested at RFP stage.

4.4 Deployment Timelines (mandatory)

Applicants shall provide a proposed implementation plan with a timeline for each phase: mobilization, design, build and integration, data migration, testing, training, go-live and hyper care. The plan shall state the total duration to full go-live and the key milestones for each module.

4.5 Administrative Portal and License Management (mandatory)

Applicants shall describe the administrative portal through which the Bank will manage the solution. At a minimum, the portal shall provide:

- **License utilization dashboard** for every module, showing licenses procured, assigned, active and idle, by license type and user category, including permanent and seconded staff
- **Guardrails against over-utilization**: the system shall prevent assignment of licenses beyond the quantities procured, rather than allowing overuse to be billed later
- **Threshold alerts** to designated administrators when utilization reaches configurable levels (for example 80%, 90% and 100%)
- **License reclamation**: automatic flagging of dormant accounts and release of licenses when staff exit or secondments end
- Historical utilization trends and exportable reports to support license true-up, renewal and audit
- User and role administration, segregation-of-duties controls, and a full audit log of all administrative actions
- System health, integration status, job scheduling and usage monitoring

Applicants shall also state how license compliance is measured by the OEM and confirm that any audit or true-up will rely on the portal's records.

5. Evaluation Criteria of the Expression of Interest

Examination for Eligibility – Stage 1 of the Evaluation

At this first stage of the evaluation bids will be examined to ensure they meet in all respects the eligibility criteria (including requirements in the qualification forms, tenderer's eligibility- confidential business questionnaire) and other requirements in the EOI. EOI that do not meet the eligibility criteria will not be considered further. In particular eligibility examination will be carried out as shown in the Table below:

Eligibility Parameters (Mandatory Requirements) – Stage 1 of the Evaluation

No	Requirements	Compliance (Yes OR No)
MR 1	Documentary evidence of the company's Certificate of Incorporation or Business Registration Certificate (Legal structure) – (**In case of Joint Venture, all partners to meet the requirement)**	
MR 2	Ccopy of the company's **current** Certificate of Tax Compliance issued by Tax Authority in the country of Jurisdiction valid at least up to the date of tender opening or exemption letter issued by the relevant tax authority. **(In case of Joint Venture, all partners meet the requirement)**	
MR 4	Duly filled Confidential Business Questionnaire in the format provided in this EOI document (**In case of Joint Venture, all partners to meet the requirement**)	
MR 5	Submit duly filled self-declaration forms in the format provided in this EOI document as follows: i). On debarment from participating in Public Procurement (Form SD1) ii). That the person/tenderer will not engage in any corruption/fraudulent practices (Form SD2) iii). Declaration and Commitment to the Code of Ethics (**In case of Joint Venture, all partners to meet the requirement**)	
MR 6	Valid manufacturer or OEM authorization to implement and support the proposed ERP product	
MR 7	Evidence of a local presence or a local partner in Kenya capable of providing on-site support, local certified staff and support model	
MR 8	Provide documentary evidence in form of Audited Accounts for the Company for at least three (3) consecutive years 2023, 2024 and 2025 to indicate the Company has had an average annual turnover of Kenya Shillings five hundred million (Kes. 500 million) and above in the three years. The audited accounts MUST be signed by the auditor preparing the audited accounts (A copy of practicing license of the Auditor should be attached for the accounts to be considered for each of the audited years) and the candidate's Company Director(s).(**In case of Joint Venture, one of the partners to meet the requirement)**	

candidates shall be required to meet all the Mandatory Requirements to progress to stage 2 of the evaluation on Technical Qualification).

Technical Qualification – Stage 2 of the Evaluation

Candidates fully complying with mandatory requirements will be subjected to technical evaluation based on the technical parameters given below:

	Evaluation Attribute	Weighting Score	Max Score
T1	At least three (3) comparable integrated ERP implementations in the last seven (7) years, preferably at central banks, financial regulators or public-sector bodies, with reference letters	Each comparable integrated ERP implementations in the last seven (7) years will earn 5**marks** to a maximum of 15 marks	**15**

	Evaluation Attribute	Weighting Score	Max Score
T2	Functional Compliance with the Terms of reference	compliance matrix: share of requirements met out of the box and quality of responses across all modules in Section 3- Detailed in Annex A	**20**
T3	e-Procurement and Kenyan legal requirements compliance	Evidence of e-procurement delivered in line with the PPADA 2015 and integration with the national e-GP system or similar Government portals	**15**
T4	Provide CVs, academic and professional certifications of project director, solution architect, functional leads (Finance, SCM, HCM/Payroll, e-Procurement), integration and security lead, with relevant certifications.	Project Director -3 Solution Architect -2 **Functional Leads:** Finance/EPM – 2 SCM- 2 HCM/Payroll-2 Integrations-2 Security-2	**15**
T5	Proved approach and track record integrating with payment systems (RTGS/ISO 20022) and core banking applications	• Approach and track record integrating with payment systems 10 **points**	**10**
T6	Clarity of licensing model, completeness of five-year TCO, local public cloud hosting proposal, and strength of license utilization controls in the administrative portal	• Clarity of licensing model, completeness of five-year TCO – 10Marks	**10**
T7	Provide implementation plan and milestones	• 15 Marks for detailed implementation plan	**15**
	Total		**100**

Candidates will be required to score 75% and above on the above Technical Evaluation to be shortlisted to submit proposals.

Shortlisting of Qualified Candidates to be Invited to submit proposals
The successful candidates will be shortlisted to be considered for invitation to submit proposals.

7. Submission Instructions

1. The full EOI document may be viewed and downloaded free of charge from the Bank's website at **www.centralbank.go.ke** and the PPIP at **www.tenders.go.ke** .
2. Completed tenders must be delivered to the address below on or before **17th November 2026** at **10:30 A.M**. Electronic Tenders **will not** be permitted. Electronic Tenders *will not* be permitted.
3. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives and anyone who chooses to attend and has personal identification documents at the address below.
4. Submissions shall be in English, with pages serialized, and follow the order The completed Annex A shall also be uploaded in editable form (Word or Excel).
5. Clarification requests shall be submitted through **supplies@centralbank.go.ke** no later than **[Four(4)] days** before the closing date. Responses will be shared with all applicants without naming the source.
6. Applicants who wish to discuss the Bank's current ERP deployment must first sign the Bank's NDA and book an appointment through the contact below. No such information will be shared outside this arrangement.

Contact: Deputy Director/Head of Procurement, Central Bank of Kenya Haile Selassie Avenue, P.O. Box 60000-00200, Nairobi Email: **supplies@centralbank.go.ke**

8. General Conditions

- This EOI is not an invitation to tender and creates no obligation on the Bank to award a contract.
- Only shortlisted firms will be invited to submit technical and financial proposals.
- The Bank may cancel this procurement at any time before contract award under Section 63 of the PPADA 2015, without liability to applicants.
- Applicants bear all costs of preparing and submitting their EOI.
- Any canvassing or attempt to influence the evaluation will lead to disqualification.
- Information submitted will be handled in line with the Data Protection Act, 2019.
- An applicant who is aggrieved may seek administrative review before the Public Procurement Administrative Review Board under Section 167 of the Public Procurement and Disposal Act. The procedures for making a Procurement-related Complaint are available from the PPRA Website **www.ppra.go.ke** or email **complaints@ppra.go.ke**.
  If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:
  The address to request for debriefing will be as follows:

  For the attention: Deputy *Director, Head of procurement*

  Title/position: Deputy *Director, Head of Procurement*

  Procuring Entity: *Central Bank of Kenya*

  Email address*: supplies@centralbank.go.ke*

  In summary, a Procurement-related Complaint may challenge any of the following:

  1. the terms of the Tendering Documents; and

  the Procuring Entity's decision to award the contract.
  In summary, a Procurement-related Complaint may challenge any of the following (among others):
  (i) the terms of the Tender Documents; and
  (ii) the Procuring Entity's decision to award the contract.

Annex A: Functional Requirements Compliance Matrix

Applicants shall complete every row. For **Compliance**, enter:

- **Yes**: fully supported out of the box
- **Partial**: supported only through configuration, a workaround or customization (describe it and any extra cost)
- **No**: not supported

In **Vendor response**, explain how the solution meets the requirement. Rows left blank will be scored as **No**. The Bank may ask for a demonstration of any requirement marked Yes or Partial.

A.1 Enterprise Performance Management (EPM) and Budgeting

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
EPM-01.1	Budget Planning & Forecasting	Multi-dimensional planning engine supporting driver-based modelling across revenue, OpEx, CapEx and workforce/headcount planning		
EPM-01.2	Budget Planning & Forecasting	Continuous rolling forecasts automatically populated with historical actuals from the General Ledger		
EPM-01.3	Budget Planning & Forecasting	Interactive what-if scenario sandboxes, multi-entity consolidation roll-ups and statistical predictive forecasting		
EPM-01.4	Budget Planning & Forecasting	Attachments for budget assumptions; workflow approval of budget submissions; validation rules enforcing variance caps against baseline targets; custom dimensional attributes		
EPM-02.1	Project & Capital Budgeting	Project budget formulation by WBS, milestone or phase with		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		multi-year cost and revenue projections		
EPM-02.2	Project & Capital Budgeting	Capital expenditure request forms with payback period, IRR and NPV calculation		
EPM-02.3	Project & Capital Budgeting	Direct transfer of approved project and capital budgets into ERP subledgers and project accounting		
EPM-02.4	Project & Capital Budgeting	Attachment of feasibility studies; routing by monetary thresholds; mandatory strategic alignment fields		
EPM-03.1	Budget Governance & Approvals	Flexible planning-unit hierarchies supporting bottom-up aggregation and top-down target allocation		
EPM-03.2	Budget Governance & Approvals	Multi-stage approval, review and adjustment cycles with full audit trail of inputs, line edits and executive overrides		
EPM-03.3	Budget Governance & Approvals	Baseline locking on formal Board approval, preventing unauthorised post-approval changes		
EPM-03.4	Budget Governance & Approvals	Upload of signed Board minutes; automatic escalation for		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		unapproved planning units; mandatory comments on adjustments		

A.2 Financial Management

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
FIN-01.1	General Ledger	Multi-ledger structure (primary, secondary, reporting) with distinct charts of accounts, calendars and currencies		
FIN-01.2	General Ledger	Automated and recurring journals, currency revaluation, intercompany elimination and real-time consolidated statements		
FIN-01.3	General Ledger	Attachments for manual journals; approval routing by journal threshold; account combination validation; mandatory justification fields		
FIN-02.1	Payables	Invoice creation, OCR invoice capture and e-invoicing, with 2-, 3- and 4-way matching against POs, receipts and inspections		
FIN-02.2	Payables	Payment batches supporting EFT, RTGS, cheques and international formats (ISO 20022), processed		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		through CBK payment systems		
FIN-02.3	Payables	Mandatory PO and delivery note checks; approval by cost centre and spending limits; matching-hold management; local tax fields		
FIN-03.1	Fixed Assets	Automatic asset creation from invoice lines and transfers from capital work-in-progress		
FIN-03.2	Fixed Assets	Multi-book administration (corporate and tax) with depreciation runs, physical verification adjustments and impairment		
FIN-03.3	Fixed Assets	Attachments for title deeds, warranties and disposal certificates; approvals for disposals and transfers; asset class validation; mandatory location tagging		
FIN-04.1	Lease Accounting	Lease set-up, right-of-use asset calculation, lease liability schedules and interest/depreciation entries compliant with IFRS 16		
FIN-04.2	Lease Accounting	Automatic accounting entries, contract		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		modifications, index adjustments and early termination		
FIN-04.3	Lease Accounting	Contract attachments; approvals for new and modified leases; discount-rate validation; lessor detail fields		
FIN-05.1	Cost Accounting	Perpetual costing supporting standard, actual (FIFO) and weighted moving average methods compliant with IAS 2		
FIN-05.2	Cost Accounting	Overhead allocation, landed cost adjustments (freight, duties, insurance) and variance tracking		
FIN-05.3	Cost Accounting	Landed cost attachments; lock rules preventing back-dated entries in closed periods; custom tracking tags		
FIN-06.1	Period Close	Close dashboard tracking unposted batches, unapplied receipts, open POs and unposted subledger events		
FIN-06.2	Period Close	Automated subledger-to-GL reconciliation with exception logs		
FIN-06.3	Period Close	Reconciliation schedules; escalation of pending exceptions; enforced		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		sequential module close		

A.3 Procurement and Supply Chain Management

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
SCM-01.1	Requisitions	Self-service ordering through internal catalogues, external punch-out sites and non-catalogue request forms		
SCM-01.2	Requisitions	Real-time funds reservation on submission, with conversion to PO on final approval		
SCM-01.3	Requisitions	Line and header attachments; routing by commodity code, cost centre and spending authority; account validation		
SCM-02.1	Purchasing	Standard POs, blanket agreements and contract orders with full revision history and amendments		
SCM-02.2	Purchasing	Supplier acknowledgement and delivery scheduling		
SCM-02.3	Purchasing	Technical attachments; multi-tier approval for high-value purchases; blocking POs above blanket agreement caps; custom attributes		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
SCM-03.1	Inventory Management	Multi-store sub-inventory tracking with locator, lot and serial control		
SCM-03.2	Inventory Management	Min-max planning generating internal transfers or requisitions		
SCM-03.3	Inventory Management	Receiving, quality inspection, return-to-vendor and physical count reconciliation		
SCM-03.4	Inventory Management	Inspection certificate attachments; approvals for write-offs; lot/serial validation; storage requirement fields		
SCM-04.1	Sourcing	RFI, RFP and RFQ events with customisable evaluation criteria and technical questionnaires		
SCM-04.2	Sourcing	Blind, multi-stage evaluation scoring with direct award into agreements or POs		
SCM-04.3	Sourcing	Tender and bid document attachments; multi-stage approval of award recommendations; mandatory justification for non-lowest-cost awards		
SCM-05.1	Supplier Portal	Supplier self-registration, qualification questionnaires and self-maintenance		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		of contact and bank details		
SCM-05.2	Supplier Portal	Real-time supplier view of open POs, advance shipping notices and e-invoice status		
SCM-05.3	Supplier Portal	Mandatory tax compliance and bank confirmation attachments; approval of profile and bank changes; supplier classification fields (including AGPO categories)		
SCM-06.1	Procurement Self-Service	Consumer-style search for catalogue items and simple non-catalogue ordering		
SCM-06.2	Procurement Self-Service	Simple status tracking and desktop receipt confirmation		
SCM-06.3	Procurement Self-Service	Drag-and-drop quotation attachments; simple supervisor approval; mandatory business justification		
SCM-07.1	e-Procurement & PPADA	Two-way integration with the national e-GP system for plans, tenders, awards, contracts and payments		
SCM-07.2	e-Procurement & PPADA	Annual procurement plan linked to the approved budget		
SCM-07.3	e-Procurement & PPADA	All procurement methods under the		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		PPADA 2015, thresholds and approval authorities per the 2020 Regulations		
SCM-07.4	e-Procurement & PPADA	AGPO reservation (at least 30%) and preference and margin rules, with reporting		
SCM-07.5	e-Procurement & PPADA	Tender opening, evaluation committee and professional opinion with digital signatures; 14-day standstill control		
SCM-07.6	e-Procurement & PPADA	Contract management with milestones, performance tracking and expiry alerts		
SCM-07.7	e-Procurement & PPADA	Asset disposal under Part XIV of the PPADA, including e-auction		
SCM-07.8	e-Procurement & PPADA	PPIP publication, PPRA statutory reports and records retention of at least six years		

A.4 Project Management

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
PRJ-01.1	Project Management	WBS creation, resource scheduling, baseline comparison and percent-complete tracking		
PRJ-01.2	Project Management	Cost collection from Payables,		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		Purchasing, Inventory, Time and Expenses, and transfer to capital assets		
PRJ-01.3	Project Management	Project billing (time and materials, fixed price, milestone) and revenue recognition under IFRS 15		
PRJ-01.4	Project Management	Deliverable and milestone attachments; approval of baseline changes; lock rules on closed tasks; custom funding fields		

A.5 Asset Maintenance

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
MNT-01.1	Asset Maintenance	Physical asset hierarchies, meter readings and condition monitoring		
MNT-01.2	Asset Maintenance	Automatic preventive maintenance work orders based on meter thresholds, operating hours or calendars		
MNT-01.3	Asset Maintenance	Labour and material booking on work orders, with spare parts reserved from inventory		
MNT-01.4	Asset Maintenance	Manuals, safety permits and job photo attachments; work order sign-off; mandatory safety		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		clearance; calibration fields		

A.6 Human Capital Management and Payroll

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
HCM-01.1	Core HR	Headcount, position management, multiple assignments and organisation tree maintenance		
HCM-01.2	Core HR	Life events: hire, transfer, compensation change, promotion, separation		
HCM-01.3	Core HR	Seconded staff records: parent institution, secondment dates, allowances and automatic end of access		
HCM-01.4	Core HR	Encrypted storage of identity documents; approval flows for position changes and promotions; strict personal data security per the Data Protection Act, 2019		
HCM-02.1	Recruiting	Requisition approval, internal and external posting, candidate pipeline and interview scheduling with scorecards		
HCM-02.2	Recruiting	Automatic offer letters with e-signature and one-click conversion		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		of candidate to employee		
HCM-02.3	Recruiting	CV and certificate attachments; multi-step offer approval; eligibility validation; skill rating fields		
HCM-03.1	HR Help Desk	Employee self-service ticketing with knowledge-base suggestions		
HCM-03.2	HR Help Desk	Skill-based ticket routing, priority escalation and SLA tracking		
HCM-03.3	HR Help Desk	Confidential attachments; escalation workflows; SLA breach rules; inquiry classification fields		
HCM-04.1	HCM Controls	Continuous monitoring of roles and privileges to detect toxic combinations and segregation-of-duties breaches		
HCM-04.2	HCM Controls	Audit trail of changes to master records, compensation data and administrative permissions		
HCM-04.3	HCM Controls	Audit report attachments; escalation on breach detection; rules blocking conflicting role assignments		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
HCM-05.1	Talent Management	Goals linked to Bank objectives, performance review cycles and 360-degree feedback		
HCM-05.2	Talent Management	9-box talent reviews, succession planning and readiness tracking		
HCM-05.3	Talent Management	Evidence attachments; multi-level review sign-off; mandatory goal metrics; talent score fields		
HCM-06.1	Learning Management	Automatic learning assignments by role, position or compliance schedule		
HCM-06.2	Learning Management	Digital learning, classroom scheduling and completion certificates		
HCM-06.3	Learning Management	Upload of external certificates; approval of external training requests; prerequisite rules; training credit fields		
HCM-07.1	Payroll	Payroll for permanent and seconded staff, with PAYE, SHIF, NSSF and Affordable Housing Levy, updated when rates change		
HCM-07.2	Payroll	Staff benefits, loans, medical		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		schemes and pension administration		
HCM-07.3	Payroll	Statutory returns and remittance files for KRA, SHA and NSSF		
HCM-07.4	Payroll	Posting to the GL and salary disbursement through CBK payment systems		

A.7 Travel and Expenses

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
TAE-01.1	Travel & Expenses	Mobile and web expense claims with receipt itemisation or direct transaction matching; cash advances		
TAE-01.2	Travel & Expenses	Policy engine checking per diem limits, receipt thresholds and disallowed expense types		
TAE-01.3	Travel & Expenses	Mandatory receipt images; routing by spending limits and policy exceptions; audit sampling rules; project fields		

A.8 Platform: Security, Integration and Configurability

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
PLT-01.1	Integrations	Pre-built and custom connectors for third-party systems, banking channels, CBK payment systems and core banking		
PLT-01.2	Integrations	Real-time REST/SOAP API		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		management, secure file encryption, bulk data automation and payload monitoring		
PLT-01.3	Integrations	Failed payload logging; automatic error alerts; schema validation; mandatory TLS		
PLT-02.1	Document Management	Attach PDF, DOCX, XLSX, JPEG and scanned files at header, line and master data levels in all modules		
PLT-02.2	Document Management	Side-by-side document preview during approvals (for example invoice scan beside AP matching)		
PLT-02.3	Document Management	Secure repository with role-based access, malware scanning, version control and access logs		
PLT-03.1	Workflow (BPM)	Configurable single-tier, multi-tier, sequential, parallel and ad-hoc approvals by organisation tree or spend limit		
PLT-03.2	Workflow (BPM)	Conditional routing by spend, cost centre, WBS, commodity code or variance		
PLT-03.3	Workflow (BPM)	Actionable email and mobile approvals, delegation, escalation timers		

Ref	Module	Requirement	Compliance (Yes / Partial / No)	Vendor response
		and approval audit trails		
PLT-04.1	Rules Engine	Real-time validation before submission (funds availability, account combinations, duplicate invoices)		
PLT-04.2	Rules Engine	Subledger accounting rules for automatic multi-ledger, multi-currency journals		
PLT-04.3	Rules Engine	Automatic defaulting, tax and charge calculation, and milestone-driven status changes		
PLT-05.1	Extensibility	Custom fields and attributes without changing source code or affecting upgrades		
PLT-05.2	Extensibility	UI rules making fields mandatory by role, business unit or transaction stage		
PLT-05.3	Extensibility	Custom fields available in search, ad-hoc queries, BI reports and document outputs		

1. FORMTECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: *[Name and address of Procuring Entity]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your EOI dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in association/as a consortium/as a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

{If the Consultant's Proposal includes Sub-consultants, insert the following : We are submitting our Proposal with the following firms as Sub-consultants: *insert a list with full name and address of each Sub-consultant.}*

We hereby declare that:

a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Entity or maybe sanctioned by the PPRA.

b) We have no conflict of interest.

c) We meet the eligibility requirements as stated, and we confirm our understanding of our obligation to abide by the Government's policy in regard to corrupt, fraudulent and prohibited practices .

d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, as well as laws against anti-competitive practices, including bid rigging in force in Kenya; we hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption or anti-competitive practices.

e) We confirm that we are not insolvent, in receivership, bankrupt or on the process of being of being wound up.

f) The Consultant shall declare in the EOI, that in competing for and executing a contract, it shall undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against anti-competitive practices including bid-rigging.

(h) We are not guilty of any serious violation of fair employment laws and practices. We undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against collusive and anti-competitive practices, including bid rigging. To this effect we have signed the "Certificate of Independent Proposal Determination" attached below. We also undertake to adhere by the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from PPRA *website*) during the procurement process and the execution of any resulting contract.

(l) We, along with any of our sub-consultants, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the

PPRA.

(j) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

(k) We understand that the Procuring Entity is not bound to accept any Proposal that it receives.

We remain, Yours sincerely,

Authorized Signature*:*
Name and Title of Signatory:
Name of Consultant *(company's name or JV's name):*
Contact information *(phone and e-mail):*

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Form 1: TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instructions 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 (*postal and physical addresses, email, and telephone number*) 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 (*postal and physical addresses, email, and telephone number*) of state which stock exchange	

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 Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(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 Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) 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 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	Tender 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		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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)*

FORM 2: CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

I, the undersigned, in submitting the accompanying TECHNICAL PROPOSAL SUBMISSION FORM to the_____ _____*[Name of Procuring Entity]*

for:_____*[Name and number of tender]* in response to the request for tenders made by:_____*[Name of Tenderer]* do hereby make the followingstatementsthatIcertifytobetrueandcompleteineveryrespect:

I certify, on behalf of_____*[Name of Tenderer] that*:

1. I have read and I understand the contents of this Certificate;

2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;

2. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;

3. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
- Has been requested to submit a Tender in response to this request for tenders;
- could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;

4. The Tenderer discloses that [check one of the following, as applicable]:
- The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
- The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

5. In particular, without limiting the generality of paragraphs(5)(a) or (5) (b)above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- prices;
- methods, factors or formulas used to calculate prices;
- the intention or decision to submit, or not to submit, a proposal; or
- the submission of a proposal which does not meet the specifications of the request for proposals; except as specifically disclosed pursuant to paragraph(5)(b) above;

6. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this RFP relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b) above;

7. The terms of the RFP have not been, and will not be, knowingly disclosed by the Consultant, directly or indirectly, to any competitor, prior to the date and time of the official proposed opening, or of the awarding of the Contract, which ever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b) above.

Name_____

Title_____

Date _____

[Name, title and signature of authorized agent of Consultant and Date]

3. APPENDIX TO FORM OF PROPOSAL ON FRAUD AND CORRUPTION CLAUSE (for information)

(Appendix shall not be modified)

Purpose

the government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act *(no. 33 of 2015)* and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts ,and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act *(no.33 of 2015)* under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

(1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;

(2) A person referred to under sub section (1) who contravenes the provisions of that sub-section commits an offence;

(3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
   a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
   b) if a contract has already been entered into with the person, the contract shall be avoidable;

(4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;

(5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—
   i) Shall not take part in the procurement proceedings;
   ii) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
   iii) Shall not be a sub-contractor for the tender to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the sub-contractor appointed shall meet all the requirements of this Act.

(6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;

(7) If a person contravenes sub section (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer.

(8) Incompliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:
   a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
      i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
      ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or

recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

iii) "collusive practice "is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

v) "obstructive practice" is:

i) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

ii) Acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.

b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal processortheexerciseofacontracttothedetrimentoftheprocuringentityorthetendererorthecontractor, andincludescollusivepracticesamongsttendererspriortooraftertendersubmissiondesignedtoestablish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

c) Rejects a proposal or award[1] of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;

e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers),Consultants, Contractors, and Suppliers and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect[2] all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and

f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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[1] *For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in*
A consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and(ii) entering into an addendum or amendment introducing a material modification to any existing contract.

[2] *Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies there of as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.*

4. FORM 4: CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

Provide here a brief description of the background and organization of your company, and-in case of a joint venture-of each member for this assignment.

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last ten years.

2. List only those assignments for which the Consultant was legally contracted by the Procuring Entity as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their Curriculum Vitae (CV).

3. The Consultant shall substantiate their claimed experience by presenting copies of relevant documents such as the form of contract (not the whole contract), purchase order, service order, performance certificate, etc.; which shall be included in the proposal as part of *Form Tech 7 Mandatory Documentary Evidence.*

Assignment name:	**Approx. value of the contract [KES, US$ etc.]:**
Country:	Duration of assignment (months):
Name of Procuring Entity:	Total № of staff-months of the assignment:
Contact Address: Email:	Approx. value of the services provided by your firm under the contract:
Start date (month/year): Completion date:	№ of professional staff-months provided by associated Consultants:
Role on Assignment: *(E.g. Lead Member in ABC JV, or Sole Consultant)*:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Assignment:	
Description of actual services provided by your staff within the assignment:	
Name of Consulting Firm:	Name and Title of Signatory:

FORM TECH - 5: SELF-DECLARATIONFORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ……., of Post Office Box …….……. being a resident of …….. in the Republic of ……. do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of ……...…….. (Insert name of the Company) who is a Bidder in respect of **Tender No. ……** for……. (Insert tender title/description) for……. *(Insert name of the Procuring entity)* and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

…….	…….	……
(Title)	(Signature)	(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, ... of P. O. Box.....being a resident of …….. in the Republic of ……. do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of……... ……. *(insert name of the Company)* who is a Bidder in respect of **Tender No.** …….....….. for ……. *(insert tender title/description)* for …….....… *(insert name of the Procuring entity)* and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/ or agents of……. *(insert name of the Procuring entity)* which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of……. *(name of the procuring entity).*

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

…….	…….	……
(Title)	(Signature)	(Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I …….....…….. (person) on behalf of ***(Name of the Business/ Company/Firm***) ……. declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign…….....

Position…….....

Office address……. Telephone……...……

E-mail…….....

Name of the Firm/Company…….....

Date…….....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name …….....

Sign…….....

Date……

FORM 6: REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

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….. for .....(Tender description).

REQUEST FOR REVIEW

I/We……,the above named Applicant(s), of address: Physical address…….P. O. Box 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

FORMTECH-7: MANDATORY SUPPORT DOCUMENTS

[The Consultant shall use this form to submit all the required support documentary evidence as required in the EOI, especially the mandatory and eligibility criteria specified in the EOI]

a) Certificate of Incorporation/Certificate of Registration

{Insert here a copy of certificate of incorporation or registration}

b) Tax Compliance Certificate

{Consultant to insert a copy of the tax compliance certificate from Kenya Revenue Authority or similar body in the case of foreign consulting firms}

c) Valid manufacturer or OEM authorization to implement and support the proposed ERP product

{Consultant to insert Valid Manufacturer or OEM Authorization}

d) Similar Consulting Assignments Experience

{Consultant to insert here copies of the form of contract, purchase order, service order, and performance certificate or similar evidence of similar assignments carried out by the firm.

e) Academic Certificates

{Consultant to insert copies of the required relevant academic certificates relevant to the assignment for all the key experts}

f) Professional Certificates

{Consultant to insert copies of professional certificates and relevant short-term trainings to demonstrate professional qualifications for all the key experts}

g) Professional Membership of Key Experts

{ Consultant to insert copies of professional membership certificate for its key experts}

h) Duly filed Annex A: **Functional Requirements Compliance Matrix**

i). Audited Accounts for the Company for at least three (3) consecutive years 2023, 2024 and 2025

j). ***Any other form required under the Expression of Interest document***