

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

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**REQUEST FOR PROPOSALS FOR UPGRADE OF T24 CORE
BANKING, IMPLEMENTATION OF EDMS & DATA WAREHOUSING
SYSTEMS TO CENTRAL BANK OF KENYA**

RFP NO. CBK/RFP/45/2014-2015

CLOSING DATE: 18TH MAY, 2015 AT 10.30 A.M

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SECTION I: LETTER OF INVITATION

Tender Ref. CBK/RFP/45/2014-2015 - Request for Proposals for Upgrade of T24 Banking, Implementation of EDMS & Data Warehousing Systems to Central Bank of Kenya

1. The Central Bank of Kenya invites proposals for **Upgrade of T24 Banking, Implementation of EDMS & Data Warehousing Systems.**
2. Further information as pertains to this tender may be obtained from **the Office of the Director, Department of Procurement & Logistics Services (Tel: +254 20 2860000, Fax 310604/340192)**, CBK Head Office, on 6th Floor between 9:00 am and 5:00 pm during working days.
3. A complete set of Request for Proposals (RFP) documents containing detailed information may be obtained from Central Bank of Kenya, Head Office, along Haile Selassie Avenue, Department of Procurement & Logistics Services on **6th Floor for free.**
4. The Technical Proposal and Financial proposal are to be put in different envelopes clearly marked "Technical Proposal" and "Financial Proposal" and sealed in one envelope. Completed Request for Proposal documents should then be deposited in the **Green Tender Box No. 3** at the main entrance, ground floor of **Central Bank of Kenya along Haile Selassie Avenue**, so as to be received on or before **18th May, 2015 at 10.30 am.**
5. The Technical Proposals will be opened immediately after the closing time i.e **18th May, 2015 at 10.30 am** in the **Senior Staff Canteen Room on 6th Floor** Central Bank of Kenya Head Office in Nairobi. Interested tenderers or their representatives may attend the tender opening. The Financial Proposals for bidders meeting the technical requirements will be opened upon finalization of the Technical Proposal Evaluation.
6. Prices quoted should be inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **120 days** from the closing date of the tender.
7. The Proposals must be accompanied by a **Tender Security of Kshs. 500,000.00**, valid for **150 days**. Failure to attach the Tender Security will lead to automatic rejection of the proposal.

**DIRECTOR
PROCUREMENT & LOGISTICS SERVICES**

SECTION II - INFORMATION TO CONSULTANTS (ITC)

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2.1 Introduction

- 2.1.1 The Procuring Entity will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Procuring Entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to Procuring Entity are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The Procuring Entity employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.
- 2.1.7 The Procuring Entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2 Clarification and Amendment of RFP Documents

- 2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Procuring Entity address indicated in the Appendix "ITC". The Procuring Entity will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, The Procuring Entity may for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant(s), amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Procuring Entity may at its discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

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

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by The Procuring Entity.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last five (5) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) Any additional information requested in Appendix "A".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

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

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.

- 2.4.3 Consultants shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 2.4.5 The Proposal must remain valid for **90 days** after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Procuring Entity will make its best effort to complete negotiations within this period.

2.5 **Submission, Receipt, and Opening of Proposals**

- 2.5.1 The original proposal (Technical Proposal and the Financial Proposal; see Para. 1.2) shall be prepared in indelible ink. It shall contain no **interlineations or overwriting**, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL,**" and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix "ITC" and be clearly marked, "**DO NOT OPEN**" **EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"
- 2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "ITC". Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 2.5.5 After the deadline for submission of proposals, the outer envelope and the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall be marked with the consultant's number allocated at the time of opening of the outer envelope and the Technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening it.

2.6 **Proposal Evaluation General**

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the procuring entity on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the procuring entity in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the procuring entity shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

- | | | |
|-------|--|---------------|
| (i) | Specific experience of the consultant related to the assignment | (5-10) |
| (ii) | Adequacy of the proposed work plan and methodology in responding to the terms of reference | (20-40) |
| (iii) | Qualifications and competence of the key staff for the assignment | (30-40) |
| (iv) | Suitability to the transfer of Technology Programme (Training) | <u>(0-10)</u> |

Total Points **100**

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC".

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference, meet the mandatory requirements or if it fails to achieve the minimum technical score indicated in the Appendix "ITC". The consultant may be asked as part of their evaluation to demonstrate their proposal or arrange a visit to an institution where similar services have been provided. This will be at the discretion of the procuring entity. A tenderer must score a minimum of 75% to qualify.

2.8 Public Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the procuring entity shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process.

The procuring entity shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The procuring entity shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-
 $Sf = 100 \times \frac{Fm}{F}$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + p = 1$) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows: - $S = St \times T \% + Sf \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 2.8.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.
- 2.8.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.7 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 Negotiations

- 2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The procuring entity and the firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the procuring entity expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the procuring entity will require assurances that the experts will be actually available. The procuring entity will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the procuring entity and the selected firm will initial the agreed Contract. If negotiations fail, the procuring Entity will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the procuring entity will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix “A”.

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

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.6 To qualify for contract awards, the tenderer shall have the following:

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

2.11 Confidentiality

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

2.12 Corrupt or fraudulent practices

2.12. The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Information to Consultants (ITC)

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

INFORMATION TO CONSULTANTS REFERENCE	PARTICULARS OF APPENDIX TO INFORMATION TO CONSULTANTS
2.1.1	<p>The name of the Client is: Central Bank of Kenya; and</p> <p>The method of selection is: Quality and Cost Based selection</p>
2.1.2	<p>Technical and Financial Proposals are requested: Yes</p> <p>i. Technical Response (1 original hard copy and a soft copy in CD/DVD media)</p> <p>ii. Financial Response (1 original hard copy and soft copy in CD/DVD media), separate from the technical response</p> <p>The name and description of the assignment is: Upgrade of T24 Banking, Implementation of EDMS & Data Warehousing Systems to Central Bank of Kenya.</p>
2.1.3	<p>A pre-proposal conference will be held: NO.</p> <p>The name, address and telephone numbers of the Client's official(s) is: Ag. Director, Department of Procurement & Logistics Services (Tel: +254 20 2860000, Fax 310604/340192), CBK Head Office, on 6th Floor between 9:00 am and 5:00 pm during working days.</p>
2.1.4	<p>The Procuring Entity will provide the following inputs: Assist the successful consultancy firm in obtaining licenses and permits needed to carry out the services and make available relevant projects data and reports</p>
2.1.6	<p>The Procuring Entity employees, committee members, board members and their relatives (spouse and children) are not eligible to participate. Further former employees, committee members and board members who have left the Bank within the last one year are not eligible to participate in this request for proposal.</p>
	<p>Tenderers shall furnish, as part of its tender, a tender security amounting to KShs. 500,000.00 in the form provided in this tender document, valid for 150 days from the date of tender</p>

	opening.
2.3.3	i). The minimum required experience of proposed professional staff is: three (3)Years ii). Not applicable in this proposal (iv). Training is a specific component of this assignment: YES
2.3.4(vii)	Appendix A in not applicable
2.4.5	The Proposal must remain valid for 120 days after the submission date.
2.5.2	Consultants must submit an original and one (1) additional copy of each proposal.
2.5.3	Proposal documents should be deposited in the Green Tender Box No. 3 at the main entrance, ground floor of Central Bank of Kenya along Haile Selassie Avenue , so as to be received on or before 18th May, 2015 at 10.30 A.M. OR posted to Central Bank of Kenya, P. O. Box 60000- 00200, Nairobi, Kenya, Haile Selassie Avenue, Telephone 2860000 Telex 22324, Email: supplies@centralbank.go.ke . Information on the outer envelope should also include the same address and Request for Proposal Number.
2.5.4	Proposals must be submitted no later than 18th May, 2015 at 10.30 A. M
2.6.1	The address to send information to the Client is: Central Bank of Kenya, P. O. Box 60000 - 00200, Nairobi, Kenya, Haile Selassie Avenue, Telephone 2860000 Telex 22324,Email: supplies@centralbank.go.ke
2.8.1	The opening date for Financial proposals will be communicated to bidders meeting the minimum technical qualifying mark. The date will be convenient to the parties and will put into consideration the urgency of the services.

Clause 2.7.1 EVALUATION CRITERIA TO BE USED TO EVALUATE THE PROPOSALS

The received RFP will be evaluated in four stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2a: Compliance with Technical requirements
3. Stage 2b: Presentation of the Proposed Program Management Services
4. Stage 3: The Financial Evaluation
5. Stage 4: Making Recommendations

Stage 1: Compliance with the Mandatory Requirements (MR)

The first stage of the evaluation will involve determination of responsiveness to the mandatory requirements of the Request for proposals that will include:

No	Requirements	COMPLIANCE
MR 1	Provision of documentary evidence of the company's certificate of incorporation	
MR 2	Provide a copy of the company's valid Tax Clearance Certificate (TCC) issued by Kenya Revenue Authority (KRA) (or the equivalent from the relevant authority for those companies outside Kenya) and MUST be valid as at the tender closing date.	
MR 3	Submit a completed company's profile using the Confidential Business Questionnaire provided in this tender document.	
MR 4	Provision of Tender Security (Bid Bond) of KShs.500,000.00 in the form provided in the tender document	
MR 5	Provide copies of audited accounts for the company for the last three consecutive accounting years (2014, 2013 & 2012).	

The second stage will involve technical evaluation of the bids that meet all the Mandatory Requirements in stage one.

Stage 2a: Compliance with the Technical Requirements

Technical evaluation will be done based on the following general areas:

- (i) Specific experience of the consultancy firm and proposed resource(s).
- (ii) Relevant references from previous assignments.
- (iii) Proposed Program Control Methodology.

NO.	EVALUATION ATTRIBUTE	RESPONSE / Criteria for Scores	MAX. SCORE %	SCORE %
T1	THE CONSULTANCY FIRM		10	
	<ul style="list-style-type: none"> (i) Size of the firm (No. of personnel), Organization and Management (ii) The Company's experience in similar projects (how long has the company been undertaking similar work) (iii) Specific value additions the firm will provide in the delivery of 	<ul style="list-style-type: none"> (i) A firm with 50 and above employees - 4 Marks. Less than 50 to be prorated [i.e. (No. of employees)x4/50] (ii) 10 years and above - 4 marks. Less than 10 years - to be prorated 		

	the three projects	(iii) Provide at least 3 value additions not specified in the tender - 2 Marks		
T2	PROPOSED PROGRAM METHODOLOGY		10	
	Adequacy of the proposed work plan and methodology in responding to the terms of reference	1) Understanding of the objectives of the Assignment (the work plan) = 2 Marks 2) Completeness and Responsiveness (as per the technical specifications/TORs) = 2 Marks 3) Creativity and innovation (new approaches) = 1 Mark 4) Efficiency and Resource utilization = 1 Mark 5) Flexibility and adaptability of the work plan = 1 Mark 6) Timeliness of output = 1 Mark Knowledge Transfer to Internal CBK Staff - 2 Marks		
T3	RESOURCES FOR THE PROJECTS		50	
	Core Banking System 1) Professional experience of the team leader 2) Adequacy of resources assigned to this project (At least 5 technical resources)	1) 10 years and above = 5 Marks. Less than 10 years to be prorated. 2) Team members qualifications and experience in recent similar assignments = 2 marks per team member up to a maximum of 10 Marks Note: - Minimum academic qualification of each resource is a college degree. - A resource with at least 5 years' relevant experience - 2 marks per resource	15	
	EDMS	As above	15	

	Data warehouse & Business Intelligence 1) Professional experience of the team leader. 2) Adequacy of resources assigned to this project (At least 6 technical resources)	1) 10 years and above = 8 Marks. <i>Less than 10 years to be prorated.</i> 2) Team members qualifications and experience in recent similar assignments = 2 marks per team member (up to a Maximum 12 Marks) Note: - Minimum academic qualification of each resource is a college degree. - Minimum of 5 Years' relevant experience – 2 marks per resource	20	
T4	PAST PERFORMANCE		20	
	(i) Company's previous delivery of similar projects during the last five (5) years*. Provide a contact list of at least three (3) major customers within the last 5 years. The Bank may visit the sites to confirm satisfactory delivery of services. (ii) State the experience of the consultancy firm in Africa region.	A score of 2 marks will be awarded to each valid reference up to a maximum of 18 marks. • To score full marks, provide at least 3 references in each of the following; 1) Core Banking – 3 References (6 Marks) 2) EDMS - As above 3) DW & BI – As above Experience in Africa of 5 years and above – 2 Marks. Lower than 5 years – Scores to be prorated.		
T5	Financial Stability (Liquidity)		10	
	a) Profitability Margin	<i>A margin above 10% will score 7 marks; 5-10 % 4marks and 1-5% 1 mark</i>		
	b) Liquidity Ratio	<i>2:1 – 3 marks; 1:1 – 2 marks; less than 1:1 1 mark</i>		
	TOTAL		100%	

Note:

- ✓ **Profitability Margin** = $\frac{\text{EBIT}}{\text{Gross Revenue/Sales}}$
- ✓ **Current Ratio** = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
- ✓ **EBIT** = Earnings Before Interest and Taxes

* The firm should Provide list of at least three firms for reference from large banks where similar services have been offered within the last five years (At least one reference **MUST** be from a central bank or a Federal reserve bank). A reference shall be for the Project Management services for T24, EDMS and Data Warehouse & Business Intelligence implementations respectively.

(**Note:** A bank with a weighted composite index of 5% and above shall be classified as a large bank for the purpose of this tender).

The minimum technical score required to pass: Seventy Five percent(75%). Bidders scoring seventy five percent (75%) and above in the technical evaluation shall be called upon at short notice to give presentation to a tender processing team on the proposed Program Management Services as per the requirements of this tender.

Stage 2b: PRESENTATION OF THE PROPOSED PROGRAM MANAGEMENT SERVICES

Bidders that score at least 75% in stage 2 (technical requirements) shall be called upon at short notice to give presentation to a tender processing team on the proposed Program Management Services as per the requirements of this Request for Proposal.

The evaluation at this stage will be based on the following parameters:

Parameter	Specifics	Max Score 100%	Bid. Score %
Clarity on the scope of the assignment	<ul style="list-style-type: none"> Defining the sub projects involved and enumeration of activities involved in each (5 Marks) Understanding of proposed methodologies proposed for each work stream (5 Marks) 	10	
Clear understanding of the deliverables	<ul style="list-style-type: none"> Enumeration of all the deliverables as listed (10 marks). Additional deliverables for consideration (5) 	15	
Project Life Cycle	<ul style="list-style-type: none"> The consultant should be clear on the activities to be undertaken 	10	
Possible project implementation partners	<ul style="list-style-type: none"> For each workstream, the consultant should be in a position to know likely solution providers 	5	
High level Project Risks	<ul style="list-style-type: none"> The consultant should at high level identify 5 probable project risks and mitigation measures 	10	
Business Case formulation	<ul style="list-style-type: none"> Should have experience in business case formulation and review 	10	
Project Governance	<ul style="list-style-type: none"> For each stream, the presenter should present draft project governance structure and matrix on roles and responsibilities 	10	

IT Project Management experience	<ul style="list-style-type: none"> The presenter should show understanding of suitable Project Management frameworks 	5	
Experience in Post Implementation Review	<ul style="list-style-type: none"> Previous and current experience in Post Implementation Review. Each assignment shall carry 5 marks. 	10	
Human Resource Base	<ul style="list-style-type: none"> The consultant to present on the resources to be allocated to this assignment and the engagement arrangement 	15	

The final technical score shall be computed as follows:

TE – Technical Evaluation Score (out of 100%)

P – Presentation score (out of 100%)

$$\text{Total Score} = 0.8\text{TE} + 0.2\text{P}$$

The Bidders that score 75% and above shall qualify for the final stage of the evaluation.

STAGE 3: FINANCIAL EVALUATION (PRICE)

Bidders should note that only tenders that **score 75% and above** on the Technical Evaluation and Presentation will qualify to have their financial bids opened and evaluated. Those scoring below 75% will not be evaluated further.

The financial proposals will be evaluated on the basis of cost, lead-time and payment terms. The bidder shall propose an all-inclusive man day rate that covers all taxes, travel, accommodation, living expenses and any other service as may be necessary. Costs shall be inclusive of all taxes and duties.

The bidder must clearly show cost break down, payment terms (billing schedule) and price increase schedule. All costs must be in Kenyan Shillings.

Stage 4: Recommendation of award.

The final stage will be carried out as per clause 2.8.4. The weight to be assigned for Technical score (t) will be 80% while Financial score (p) will be 20%. The bidder with the highest combined score will be considered for the award of the proposal.

2.8.5 The tender processing committee shall evaluate the tender within **15 days** from the date of opening the tender.

2.10.2 The assignment is expected to commence after the signing of the contract.

SECTION III: - TERMS OF REFERENCE

3.1 Introduction

The Central Bank of Kenya has commenced a number of high priority initiatives upon successful completion of the first phase of the **System for Information Management for Banking & Accounting** code named **SIMBA** project. These initiatives are aimed at optimizing the existing systems as well as address new business requirements that have emerged.

This will be achieved through the implementation of the second phase of the SIMBA project with the overall purpose to improve efficiency, lower costs and increase productivity in the operations of the Bank.

The SIMBA Phase II project shall comprise the following initiatives:

- i. Upgrade of the existing Temenos T24 release 9
- ii. Implementation of an Electronic Document Management System, and
- iii. Implementation of a Data Warehouse and Business Intelligence Solution

The above initiatives are going to be implemented as individual projects.

The Central Bank of Kenya requires services of a competent consultant to provide central management and coordination of all these projects, ensuring successful execution of each project.

3.2 Objective

The Central Bank's objective is to engage an experienced consultancy firm with relevant skill sets who have successfully undertaken similar tasks of a program manager in a large Bank. In this tender, the successful bidder will be required to provide program management services to the above Bank's projects.

3.3 Scope of the Consultancy work

The Consultant will offer services on development of technical requirements for procurement of the envisaged solutions, offer quality assurance during implementation of the upgrade of the T24 release 9, Electronic Document Management and the Data Warehouse & Business Intelligence systems.

The assignment shall entail management of three individual projects each with distinct project managers and with specific deliverables to successful implementation and commissioning. These projects are expected to be completed within a period of **NOT more than three (3) years**.

The specific activities the consultant shall undertake under the three projects streams above shall include the following:

- i) The consultant shall provide project management oversight throughout the entire project cycles and make due recommendations whenever required / necessary.
- ii) The consultant will ensure that quality assurance is maintained throughout the project cycles and assist management with recommendations on any gaps identified during planning or implementation.
- iii) The Consultant shall carry out a detailed risk assessment in implementing the three projects. The reports from this assessment shall be used by the Project management team, the implementation vendors and the Project Steering Committee to mitigate against the failure of these projects.
- iv) To review and advise on the business cases for each of the three streams.
- v) To assist develop the Project Governance structures in liaison with the Bank's project management team.
- vi) The consultant shall develop/review the draft project implementation/activity plans, a project charter and reporting templates.
- vii) The consultant shall study the current processes and business requirements in each business unit in the Bank (including branches and currency centers) and thereafter, together with the relevant business heads of departments develop detailed specifications for the envisaged solutions. (Note: The Bank has systems in its Head Office which are accessed and used in 3 Branches, 3 Currency Centres and a School).
- viii) The consultant shall review the proposed roadmap for the implementation of the three projects, recommend and guide the Bank in the best practice to be used in the implementation of such projects.
- ix) The consultant will work with both the Project Implementation Team and the ICT Department, and shall make regular reports to the Project Steering Committee.
- x) In conjunction with the Department of Procurement, Logistics & Services, ICT and the Project Implementation Team, the consultant shall participate in the preparation of a tender specification document and an evaluation criteria which shall be sent to prospective IT solution providers to bid for the implementation of the above solutions.
- xi) The consultant shall assist the bank to identify and procure technical experts with relevant implementation experience to assist in scoping and design of required solutions
- xii) The consultant shall offer technical support during the processing of the above tenders.

- xiii) The consultant shall assist the Bank in the negotiation and drafting of the contracts between CBK and the selected supplier of the respective IT solutions.
- xiv) The consultant shall work with ICT, the Project Team and the heads of business units in the Bank to oversight the implementation of the procured IT solutions.
- xv) Assist in Vendor management and monitor project deliverables.
- xvi) Review test scripts and oversee successful User Acceptance Testing processes.
- xvii) Assist the Bank to negotiate Maintenance Contracts and Service Level Agreements.
- xviii) The consultant may recommend suitable trainings, which the CBK teams requires for the successful implementation of the project and for the ICT team to competently take over the management of the deployed solutions after commissioning to live production.
- xix) Carry out post implementation review 6 months after the go-live of each of the 3 project streams.

In addition to the above, the consultant is expected to assist the Bank in providing the following services at the minimum under their respective streams:

3.4 Upgrade of the Temenos T24 release 9

The Bank has an existing contract with Temenos, the license owner and developer of the Core Banking T24 release 9 software currently supporting the CBK operations.

In this assignment, the consultant shall work with Temenos, the CBK teams and the successful T24 Upgrade Partner to:

- Review the technical solution and new business requirements; and ensure these are addressed by the successful Temenos Upgrade Partner during the upgrade process.
- Identify any gaps in the existing contract and as a result of the upgrade; and participate in contract renegotiations.

3.5 Electronic Document Management system (EDMS) implementation

The Bank has vast historical paper documents dating back to its inception, with a manual flow of physical documents from person to person and office to office. Most of these documents are kept in paper form in filing registries and other storage facilities of the Bank.

Therefore the implementation of an Electronic Document Management system will enable digitization of the Bank's historical documents dating back several years and

store them electronically to enhance security and control, facilitate online retrieval and minimize paper usage in the Bank.

The EDMS offering shall enable rapid deployment of a solution that can digitize, index and store content with an associated metadata model and content taxonomy. The expected solution shall include complex character recognition; business rule based validations on extracted data and automated workflow of content based on business rules. Physical and Electronic Records Management shall be automated and form part of the broader deployment of an EDMS. Reporting and Content Services such as archival, retention and destruction policies shall be defined in line with the business requirements.

Further, the resultant solution shall meet international standards for similar systems such as enabling workflows in movements and management of new documents.

In reference to the above, the successful Consultant shall undertake;

- i. A comprehensive study of the current processes of receiving, processing, archival, storage and retrieval of documents, emails, etc in all the business units and develop recommended best practice models, specifications and a request for proposal to be used to procure the right solution.**
- ii. To provide project oversight services during implementation of the solution**

In addition, the following shall be some of the outputs from the Consultant:

- (i)** EDMS project stream initiation and mobilization - Detailed plan for implementation
- (ii)** Develop EDMS requirements and a proposed architecture of an appropriate EDM system to be included in the tender specification for procurement.
- (iii)** Roadmap and conceptual design for implementation
- (iv)** Technologies to support the proposed roadmap and budget

In this regard, the Consultancy firm shall carry out assessment; deliver strategy, a roadmap, facilitate development of Request for Proposal (RFP), guide in selection of the right solution and offer quality assurance and monitoring during implementation of the EDMS project from start to the end.

3.6 Data Warehouse and Business Intelligence

Prior to implementation of Project SIMBA, the Bank's computerized business operations were supported by various disparate and stand-alone applications. The legacy data scattered across these systems needs to be extracted and consolidated to one centralized data repository for controlled access and eliminate the need of proprietary systems as the only means to access the data. As planned then, old data was left in the legacy environment to be migrated at a later time. With changes in technology and reduction of the skills sets to maintain these systems, this project is now required to migrate the data to modern systems to be implemented. This data must be availed in the new environment dubbed: Data Warehouse and Business Intelligence system, in a legally acceptable form for retrieval, historical reference and analytics (business intelligence).

The implementation of an Enterprise Data Warehouse and Business Intelligence Solution will also afford the Bank centralized analytics capability from historical and transactional data.

The successful Consultant shall study the current and legacy data sources therein; and working with the ICT, Business units and Project teams develop a DW & BI Roadmap and specifications for tender.

The Consultant shall provide the following at a minimum during the DW & BI phase:

- (i) DW & BI consulting services
- (ii) Strategy for implementation of the Data warehouse and Business Intelligence solution, considering the aspect of data sharing and collaboration requirements in the East African region.
- (iii) Recommend for consideration by the Bank the best software, hardware and data extraction tools to be procured and guide in vendor selection.
- (iv) Recommend specialised trainings for the ICT support teams that shall maintain the new environment.

The Business Intelligence and analytics phase shall commence on successful implementation of the Data Warehouse system.

The successful Consultant shall demonstrate experience that has helped clients provide up-to-date insight into the business to enable effective decision making and derive actionable insights after successful implementation of a similar system.

In addition, the Consultant shall provide evidence where the firm has provided services that enabled large banks utilise a DW & BI system to produce dashboards and timely reports, accurate business information that improved data analysis, decision making and business performance.

Backed by vast technology, industry and business process expertise, the Consultant shall facilitate the Bank create analytics solutions across platforms, embedding intelligence into the fabric of the Bank's business processes. This shall include development of "to-be-processes" that aim at creating business excellence in internet banking, human resource management review and performance analytics / reports, cloud computing, EAC integration, Treasury Mobile Direct (TMD) application, bank supervision, financial sector stress testing & stability analysis and analysis of data from credit reference bureaus.

3.7 Responsibilities

The Consultant's main responsibilities shall include but not limited to the following:

- (i) To develop and oversee execution of the Bank's project plans, including but not limited to scope management, schedule and cost management, risk management, resource and stakeholder management, and communication management.

- (ii) Provide a tiered approach into program and project control that include:
 - Project Planning and Project Management Office (PMO) setup;
 - Project Management Support;
 - Project Control; and
 - Project Support and Administration.
- (iii) Provide well established program control and management methodology, with full details of services provided under each tier above.
- (iv) Participate in bid specification development and vendor selection processes.
- (v) Manage the vendors to deliver on their contractual commitments throughout the above projects lifecycle.

3.8 Technical Skills/Competencies

- (i) Banking project experience specifically managing deployment and integration of vendor solutions and have successfully lead project teams that have undergone the entire system development life cycle.
- (ii) At least five (5) years in managing diverse teams.
- (iii) Experience in a well-established program control and management methodology.
- (iv) Strong communication skills.
- (v) Very good coordination skills and results oriented.
- (vi) Proven ability to work cross-functionally with all areas of an IT organization and the business.
- (vii) Qualification, skills and experience of persons
- (viii) At least 3 examples of similar work (with contact details of persons that can verify and explain your involvement in those projects).
- (ix) Hourly rates of rates that will be charged for the work done
- (x) **The technical resources must be fluent in the English language.**

In addition to above technical skills/ competencies, the consultants who shall be assigned the DW & BI project oversight roles shall have the following specifications:-

- (i) University or College degree in business, computer engineering, computer science, physics or mathematics, statistics or other relevant studies.
- (ii) Minimum 5 years of professional experience in the domain of business intelligence architecture and data warehousing including successful design and completion of at least three significant Data Warehouse projects.
- (iii) Minimum 5 years of experience in Project Management.
- (iv) Experience with data modelling (both UML class diagrams and entity relationship diagrams), and metadata management, tools, and processes.
- (v) Experience of building or refining the data architecture for a distributed database environment through data architecture analysis and design, developing conceptual and logical data models, Data Flow Diagrams (DFDs) focusing on the areas related to data migration and data integration.

- (vi) Experience of performing feasibility studies and design of solutions for master data management (MDM), metadata management, business intelligence, content management, data integration, and related information management or information infrastructure components.
- (vii) Experience of establishing uniform and consistent data formats and protocols necessary for sharing and exchanging enterprise information across large organizations (including structured & unstructured sources).
- (viii) Practical experience in managing delivery of data warehouse services to internal business clients.

3.9 Specific Terms and Conditions

The technical responses to the above requirements shall be formatted and presented as follows:

- i. Consultant / Firm Profile.
- ii. Delivery of main responsibilities as per section 3.4 above.
- iii. Program Control Services with clear reference to:
 - a. Project Planning and Project Management Office (PMO) setup.
 - b. Project Management Support.
 - c. Project Control.
 - d. Project Support and Administration.
- iv. Technical skills and competencies.

All of the above technical responses components are mandatory.

NOTE:

The overall summary of the required services are covered in the Introduction, Objectives, Terms of Reference and Scope of the Consultancy work and the Responsibilities sections above. The bidder shall include in their offer any additional services considered necessary for the success of these projects.

3.10 OTHER CONDITIONS

3.10.1 Conformity to Standards

Unless other standards are specifically mentioned in these requirements, all the services and associated components to be provided, and all design methodologies and implementations must be in accordance with such authoritative standards of IT Projects Management.

3.10.2 Statutory Regulations

The services and methodologies under this contract shall comply in all respects with any relevant Kenya statutory regulations, by laws and orders.

3.10.3 Program Management

- (i) Within one month of acceptance of the Tender, the Tenderer shall forward to the Central Bank an update detailing the programme of service, starting dates and personnel for the complete execution of the contract for the Bank's approval.
- (ii) A chart indicating various tasks to be performed to accomplish requirements of this tender. The Chart will also indicate where the Supplier or the Bank is responsible for the specific activity.
- (iii) If at any time during the execution of the supply contract it is found necessary to modify the approved chart the Supplier will inform the Bank and submit to him a modified chart for his approval.

3.10.4 Mistake in Drawings

The Supplier shall be responsible for any discrepancies, errors or omissions in the drawings and particulars supplied by him whether such drawings and particulars have been approved by the Bank or not. The Bank shall be responsible for drawings and information supplied in writing by the Bank to the Supplier.

3.10.5 Manner of Implementation

All implementations shall be done in the manner set out in the requirements above or where not so set, to the reasonable satisfaction of the Bank but at all times in accordance with the International Standards for similar services and as per the best practice.

3.10.6 Delivery

- (i) The Supplier shall transport its personnel destined to offer a specified service to the intended site in Nairobi and the branches as stipulated in this Tender Document.
- (ii) In cases where equipment are to be transported, the equipment so supplied by the vendor shall be packed or protected for conveyance to the ultimate destinations as may be required so as to prevent damage or deterioration under normal transport conditions.
- (iii) Delivery of the services shall be completed in accordance with the delivery periods to be stated in the contract document.

3.10.7 Liability for Accidents and Damages

- (i) The Bank shall not be liable for any accident of the Vendor's employees and the Supplier shall properly offer insurance and any other cover required by law to its employees.
- (ii) In the case of loss of or damage to the equipment after delivery arising from or occasioned by cause for which the Supplier is not responsible under the Supply Contract, such loss or damage shall be made good by the Supplier at a price to be agreed between the Supplier and the Bank or in default of agreement to be settled by arbitration.

3.10.8 Government Duties, Taxes, Dues, etc

The Supplier shall be liable to pay taxes, customs or other import duties and dues on any part imported in to the Republic of Kenya for the support of the Bank's services.

3.10.9 Performance Bond: The successful consultant shall provide a Performance Bond acceptable to the Bank in form of a **Bank Guarantee at 10% of the tendered sum** obtained from a licensed bank within 15 days of the tender award. The Bank upon executing the last Acceptance Certificate will release this Guarantee. The Bank will approve the Guarantee prior to the award of the tender.

3. 10.10 Past performance: Bidders who have in the past failed to meet the Bank's standards in terms of quality of goods supplied, quantity of goods supplied, delivery dates compliance and service provided on the goods supplied will be disqualified in the tender. Canvassing directly by the tenderer or by proxy shall lead to automatic disqualification of the tender

3.10.11 Payments: Payment will be made after the delivery and acceptance of the services. Cash or advance payment for an incomplete services will not be accepted.

3.10.12 Fixed Price Contract: The contract is a fixed price contract and no variations will be payable on grounds of exchange rate fluctuations.

3.10.13 Contract Period: The contract will be valid for a minimum period of three years but subject to the completion of the projects.

3.10.14 Bidders Additional Details: The Tenderer is at liberty to attach to its bid any additional details, technical literatures or other items that the Bidder may think desirable to indicate the type of services and solution it proposes.

3.10.15 Requirement for Extra Services: The Tenderer may in addition make any recommendations, which should be priced for any value addition Services over and above the minimum specified that seem necessary for the contract.

3.10.16 Right of CBK to procure extra services: The Central Bank reserves the right to purchase the whole or part of the services recommended by the Tenderer.

3.10.17 References: The Tenderer is required to indicate at least three references from three recent customers where a similar service has been offered for each stream of this project. Indicate by giving name of the client and contact persons.

Indicate three recent reference sites for each of the following:

1. Upgrade/Implementation of T24 Core Banking system
2. Implementation of an Electronic Document Management System
3. Implementation of Data Warehouse and Business Intelligence Solutions

3.10.18 Incomplete Bids: Bidders should compile a detailed Bidding Document covering all requested Services specified in this Tender Document. Incomplete Bids or Bids which have not been completed in accordance with the instructions herein shall be liable to disqualification.

3.10.19 Proposals from bidders should be submitted in two distinct parts, namely:

- i. **Technical Response (1 original hard copy and a soft copy in CD/DVD media)**
- ii. **Financial Response (1 original hard copy and soft copy in CD/DVD media), separate from the technical response**

SECTION IV: TECHNICAL PROPOSAL

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4.1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: Director, DEST

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **Upgrade of T24 Banking, Implementation of EDMS & Data Warehousing Systems to Central Bank of Kenya.**

In accordance with your Request for Proposal dated _____ and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

_____ [Name of Firm]

_____ [Address:]

4.2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	Clients contact person for the assignment.
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):
Approx. Value of Services (Kshs)	
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

4.3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CENTRAL BANK OF KENYA.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

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

- 1.
- 2.
- 3.
- 4.
- 5.

4.4 DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

4.5 TEAM COMPOSITION AND TASK ASSIGNMENT

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

4.6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date:

[Signature of staff member]

_____ Date; _____

[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

4.7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months	
			1	2	3	4	5	6	7	8	9	10	11	12		

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

4.8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are months from the start of assignment)

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
Activity (Work)													

(b) Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION V: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
- 2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal. Where another currency other than Kenya shillings is used, the applicable rate for conversion will be the **CBK mean rate for the date of tender opening**.
- 3 The financial proposal should be prepared using the Standard forms provided in this part

SECTION V - FINANCIAL PROPOSAL STANDARD FORMS

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5. 1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: Director,
Department of Procurement & Logistics Services
Central Bank of Kenya
P.O. Box 60000 - 00100
Nairobi, Kenya

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **Upgrade of T24 Banking, Implementation of EDMS & Data Warehousing Systems to Central Bank of Kenya** in accordance with your Request for Proposal datedand our Proposal. Our attached Financial Proposal is for the sum of Kenya shillings _____ [Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

_____ [Authorized Signature]

: _____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

5.2 PRICE SCHEDULE OF SERVICES

Financial Response should be submitted in one(1) original hard copy and soft copy in CD/DVD media, separate from the technical response.

The bid documents shall be addressed to the Director, Procurement, Logistics and Services Department given in the Tender Notice and dropped at the tender box as required.

	Item	Total Price (Kshs.)
1	Consultancy Services on Upgrade of the Temenos T24 Core Banking, Implementation of the EDMS and Data Warehouse Systems for the Central Bank of Kenya (Inclusive of all Taxes).	
	Total Cost	

Signature of tenderer _____

Note: *In case of discrepancy between unit price and total, the unit price shall prevail.*

SECTION VI: SAMPLE CONTRACT FOR CONSULTING SERVICES - LUMP-SUM PAYMENTS

CONTRACT FORM

This Agreement, [hereinafter called "the Contract"] is entered into this _____/ by and between Central Bank of Kenya whose registered office is situated at CBK Head office, Haile Selassie Avenue (hereinafter called "the Client") of the one part AND

_____ of [or whose registered office is situated at] _____ hereinafter called "the Consultant") of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as "the Services", and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services** (i)The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract.

(ii).The Consultant shall provide the personnel listed in Appendix B, "Consultant's Personnel," to perform the Services.

(iii).The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, "Consultant's Reporting Obligations."
- 2. Term** The Consultant shall perform the Services during the period commencing on _____ and continuing through to _____, or any other period(s) as may be subsequently agreed by the parties in writing.
- 3. Payment**
 - A. Ceiling**
For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed _____. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
 - B. Schedule of Payments**

The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs.....upon the Client's receipt of a copy of this Contract signed by the Consultant;

Kshs..... upon the Client's receipt of the draft report, acceptable to the Client; and

Kshs.....upon the Client's receipt of the final report, acceptable to the Client.

Kshs_____ Total

C. Payment Conditions

Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty [30] days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

4. **Project Administration**

A. Coordinator.

The Client designates _____ as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for payment.

B. Reports.

The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment and will constitute the basis for the payments to be made under paragraph 3.

5. **Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. **Confidentiality**

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or

confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

- 7. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. Consultant Not to be Engaged in certain Activities** The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English Language.
- 12. Dispute Resolution** Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT

FOR THE CONSULTANT

Full name; _____ Full name; _____

Title: _____ Title: _____

Signature; _____ Signature; _____

Date; _____ Date; _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name

Location of Business Premises

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

Postal addressTel No.Fax Email.....

Nature of Business

Registration Certificate No.

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

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

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

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

Citizenship details
.....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.

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

TENDER SECURITY FORM

Whereas[name of the tenderer]

(hereinafter called "the tenderer")has submitted its tender dated.....[date of submission of tender] **Upgrade of T24 Banking, Implementation of EDMS & Data Warehousing Systems to Central Bank of Kenya** (hereinafter called "the Tenderer").....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called "the Bank")are bound unto **Central Bank of Kenya** (hereinafter called "the procuring entity") in the sum of

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20_____.

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

LETTER OF NOTIFICATION OF AWARD

Central Bank of Kenya
P.O. Box 60000 - 00200
Nairobi, Kenya

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

