



**POSTAL CORPORATION OF KENYA;**  
**P.O. BOX 34567 – 00100;**  
**NAIROBI, KENYA.**  
[www.posta.co.ke](http://www.posta.co.ke)  
[tendersecretariat@posta.co.ke](mailto:tendersecretariat@posta.co.ke)

**PCK/PROC /RFP/14B /2018/2019**

**REQUEST FOR PROPOSAL FOR FORENSIC ERP SYSTEMS AUDIT**

**CLOSING DATE: FRIDAY 15<sup>TH</sup> FEBRUARY, 2019 AT 11.00 A.M**

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## **SECTION I: LETTER OF INVITATION**

**DATE** : 5<sup>th</sup> FEBRUARY, 2019  
**TENDER REF NO** : PCK/PROC/RFP/13/2018/2019  
**TENDER NAME** : **REQUEST FOR PROPOSAL FOR A FORENSIC ERP SYSTEMS AUDIT**

1. The Postal Corporation of Kenya (hereafter referred to as “PCK”) invites sealed bids from eligible candidates for the provision of Forensic ERP Systems Audit.
2. Interested and eligible candidates may obtain a complete set of tender documents from PCK website: [www.posta.co.ke](http://www.posta.co.ke) or from the IFMIS supplier portal: <https://supplier.treasury.go.ke> or [www.tenders.go.ke](http://www.tenders.go.ke)
3. 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 **MUST** be enclosed in an outer plain sealed envelope and clearly marked with Tender Reference Number and Name and be deposited in the Tender Box provided at **Posta House, Mezzanine Floor, Kenyatta Avenue, Nairobi**, and be addressed to:-

**THE POSTMASTER GENERAL,  
POSTAL CORPORATION OF KENYA,  
P. O. BOX 34567-00100,  
NAIROBI.**

so as to be received on or before **FRIDAY 15<sup>TH</sup> FEBRUARY, 2019 AT 11.00 A.M.**

4. The Technical Proposals will be opened immediately after the closing time. 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.
5. 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 **180 days** from the closing date of the tender.
6. Tenders must be accompanied by a Bid Security of Kshs. 200,000.00 denominated in Kenya Shillings, and must be in the form of a bank guarantee issued by a reputable bank located in Kenya, and strictly in the form provided in the tender documents.

**POSTMASTER GENERAL**

## SECTION II – INFORMATION TO FIRMS (ITC)

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## **2.1 Introduction**

- 2.1.1 PCK 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 Bidders are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix “ITC” for the 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 firms 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, firms are encouraged to liaise with PCK regarding any information that they may require before submitting a proposal.
- 2.1.4 PCK 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 PCK are not reimbursable as a direct cost of the assignment; and (ii) PCK is not bound to accept any of the proposals submitted.
- 2.1.6 PCK employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.
- 2.1.7 PCK 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 Firms may request a clarification of any of the RFP documents only up to five [5] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, or electronic mail to PCK address indicated in the Appendix “ITC”. PCK will respond 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 firms who intend to submit proposals.
- 2.2.2 At any time before the submission of proposals, PCK may for any reason, whether at its own initiative or in response to a clarification requested by an invited firm(s), amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by uploaded on the PCK website, public procurement information portal and the IFMIS supplier portal and as such, bidders are encouraged to visit PCK’s or PPIP and IFMIS websites from time to time before tender closure for any amendments through addendum /clarification. The addenda will be binding on them. PCK may at its discretion extend the deadline for the submission of proposals.

## **2.3 Preparation of Technical Proposal**

- 2.3.1 The Firms proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, firms 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, firms 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 firm(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Firms shall not associate with the other firms 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 PCK.
- (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, firms 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. 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 firms, the sub-firms and their personnel, unless Appendix “A” specifies otherwise.

2.4.3 Firms shall express the price of their services in Kenya Shillings.

2.4.4 Commissions and gratuities, if any, paid or to be paid by firms and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 The Proposal must remain valid for **180 days** after the submission date. During this period, the firm is expected to keep available, at its own cost, the professional staff proposed for the assignment. PCK 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 firms 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 firm 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 firm’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 PCK 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 firm wishes to contact PCK 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 PCK in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the firm’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 PCK shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

### **Evaluation on bids will be conducted in five stages namely:-**

Stage 1: Preliminary evaluation

Stage 2: Compliance with the Mandatory Requirements

Stage 3: Technical Evaluation on capacity to deliver the contract

Stage 4: The Financial Evaluation

Stage 5: Due diligence



## **STAGE 1: MANDATORY REQUIREMENTS**

### **(a) Preliminary evaluation of open proposals**

The evaluation committee shall first conduct a preliminary evaluation to determine whether ;

i) The proposal has been submitted in the required format as per the invitation and proposal instructions.

ii) The proposal has been signed by the person lawfully authorized to do so.

iii) Two copies of the proposals have been submitted as per the invitation and proposal instructions.

iv) The proposal is valid for 180 days as per the instructions.

**Proposals which do not satisfy all of the above requirements shall be rejected at this stage**

### **b) Mandatory requirements**

Documentary evidence in form of photocopies and originals where applicable must be provided for the following stated requirements;

(i) Detailed original company profile

(ii) Physical and postal addresses complete with telephone, mobile, fax and e-mail.

(iii) Certificate of Incorporation/Registration and where applicable certificate of change of name from Registrar of Companies.

(iv) Valid Tax Compliance Certificate.

(v) Original Bid Bond of two hundred thousand Kenya Shillings (Ksh 200,000) and valid for 180 days from date of tender opening (should be denominated in Kenya Shillings, and in the form of a bank guarantee issued by a reputable bank registered and located in Kenya, or a guarantee issued by a reputable insurance company located in Kenya.

(vi) **Serialization** of all pages of the tender document by the bidder for each bid submitted plus attachments

(vii) Confidential Business Questionnaire duly completed, stamped and signed.

(viii) Duly filled and signed Anti-corruption Declaration Form.

(ix) Power of attorney should be attached

**NB: Bids that do not contain all the above mandatory requirements will be declared non responsive and shall not be evaluated further.**

## STAGE 2: TECHNICAL EVALUATION

Bids will be evaluated technically through a weighted point system. The Evaluation Committee will evaluate the technical proposals on the parameters specified under this section on the basis of the information furnished by the bidders in the technical response sheet below:-

<b>Specific experience related to the assignment</b>	<b>28 Points</b>
<p>The company must have successfully undertaken forensic audit in ERP systems for at least four (4) large corporate clients that can best demonstrate by past experience.</p> <p>Provide details of clients as below:</p> <ul style="list-style-type: none"> <li>-Provide a brief description of the organization and for each assignment successfully handled (3 points each Total 12 points)</li> <li>-Attach evidence e.g letters of engagement, Contract award etc from the said clients (2 points each Total 8 points)</li> <li>-Attach recommendation letters from the said clients (2 points each Total 8points)</li> </ul>	
<b>Adequacy of methodology and work plan in response to the Terms of reference.</b>	<b>32 points</b>
Technical approach and methodology - (16points)	
A comprehensive Work Plan with clear milestones, timelines and team members - (16points)	
<b>Qualifications &amp; Experience for the Proposed Key staff A minimum of three (No.) key Consultants proposed for the assignment.</b>	<b>40 Points</b>
<p>A minimum of three (3) key Consultants proposed for the assignment must have at least a first degree in relevant field, Certified Systems auditor and certification in fraud will be added advantage.</p> <p>In addition the Team Leader should have at least ten years' experience in forensic auditing and the other two at least five years. All proposed team must be current members of relevant professional bodies e.g (Information Systems Audit and Control Association, ISACA).</p> <ul style="list-style-type: none"> <li>-Attached certified copies of their degree certificates, professional certificates and CVs signed by both the Consultant and the bidding firm's representative.</li> <li>-Attached certified copy of at least first degree (3 points each Total 9 points).</li> <li>-Attached certified copy of relevant professional certificate as per qualifications stated above (4 points each Total 12 points).</li> </ul> <p><b>Experience of at least ten years in forensic auditing for the Lead Consultant and at least five years for the other two consultants</b></p> <ul style="list-style-type: none"> <li>-Attached fully signed CVs (7 Points for Lead Consultant &amp; 3 points each for others ( Total 13 points)</li> <li>Attach certified copy of current membership certificate for relevant professional body (2 points each Total 6 points)</li> </ul>	
<b>Total</b>	<b>100 Points</b>

**Note:**

- PCK reserves the right to ask bidders(s) for additional information, visit to the Vendors site and/or arrange discussions with their professionals.
- A proposal shall be rejected at this stage if it fails to achieve the minimum technical score of **70 Points**.

**STAGE 3: FINANCIAL EVALUATION**

- Application of the formula for calculating financial and combined scores.
- Ranking of the proposals
- The firm with the highest **evaluated** scores shall be invited for negotiations.
- Upon successful negotiations, the highest rank firm shall be recommended for award.
- Due diligence will be done to the best evaluated firm (bidder).

The formula for determining the financial scores is as follows:

$$Sf = 100 \times Fm / F$$

Where **Sf** is the financial score, **Fm** is the lowest price and **F** the price of the proposal

The weights given to the Technical and Financial Proposals are:

$$T = 0.7$$

$$P = 0.3$$

Proposals will be ranked according to their combined technical (**st**) and the financial (**sf**) scores using the weights (**T**= the weight given to the technical [proposal: **P**= the weight given to financial proposal)

The combined technical and financial score(**S**) is calculated as follows:

$$S = St \times T\% + Sf \times P\%$$

The firm with the highest score will be invited for negotiations.

The assignment is expected to commence on **March, 2019**

## **2.8 Public Opening and Evaluation of Financial Proposal**

- 2.8.1 After Technical Proposal evaluation, PCK shall notify those firms 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. PCK shall simultaneously notify the firms 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 firms 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 post or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the firms' representatives who choose to attend. The name of the firm, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. PCK 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 firm 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 tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender and will recommend the firm who quoted the lowest to be invited for negotiations.
- 2.8.5 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.6 Where contract price variation is allowed, the variation shall not exceed **10%** of the original contract price
- 2.8.7 Price variation requests shall be processed by PCK 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 PCK" 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. PCK 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 PCK 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, PCK expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, PCK will require assurances that the experts will be actually available. PCK 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 PCK and the selected firm will initial the agreed Contract. If negotiations fail, PCK will invite the firm whose proposal was the second lowest to negotiate a contract.
- 2.9.6 PCK 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, PCK will promptly notify other firms on the shortlist that they were unsuccessful and return the Financial Proposals of those firms who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date specified on the resulting contract.
- 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 PCK may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 PCK 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. Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the firms 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. PCK requires that the firms 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 PCK will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a firm 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 Firms (ITC)

The following information shall complement or amend the provisions of the information to firms, wherever there is a conflict between the provisions of the information to firms and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to firms.

<b>INFORMATION TO FIRMS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INFORMATION TO FIRMS</b>
2.1.1	The name of the procuring Entity is: <b>Postal Corporation of Kenya;</b>
2.1.2  2.1.3	<p>Technical and Financial Proposals are requested: <b>Yes</b></p> <p>The name and description of the assignment is: <b>Request for Proposal for Forensic ERP Systems Audit</b></p> <p>A pre-proposal conference will be held: <b>NO.</b></p> <p>The name, address and telephone numbers of the Client's official(s) is : <b>Head, Department of Procurement (Tel: +254 20 324 2600)</b>, City Square Post Office Building 3rd Floor Haile Selassie Avenue between 9:00 am and 5:00 pm during working days.</p>
2.1.6	PCK's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.
<b>2.3.3</b>	<p>i). The minimum required experience of proposed professional Staff is: <b>five(5)Years and ten(10) years for the leader.</b></p> <p>(ii). Training is a specific component of this assignment: <b>NO</b></p>

## **SECTION III: - TERMS OF REFERENCE**

### **Background**

Postal Corporation of Kenya was established by an Act of Parliament (PCK Act 1998) and operates as a commercial public enterprise. The Corporation's mandate includes provision of accessible, affordable and reliable postal services to all parts of Kenya as public postal licensee whereby communication through the post office forms part of the basic human right as enshrined in the 1948 United Nations Charter.

The corporation has a running ERP system which is due for forensic audit. In regard to that they are seeking a reputable systems forensic auditor to audit the system and give a full report as per the TORs provided.

1. Review the acquisition of ERP solutions by PCK.
2. Review the ERP solution implementation process flows and recommend on any gaps identified.
3. Review integration of ERP solution and other stand-alone applications and recommend any way forward in relation to people, technology, process, data and infrastructure.
4. Review the ERP and other stand-alone application accounts and its constituent transactions.
5. Perform a forensic transaction trail of all the standard transactions to assess the completeness of the transactions and provide reasonably accurate estimate between Post Global and other modules.
6. Perform an ICT department review and recommend the way forward in respect to governance, networks, structure, skills, etc.
7. Perform Confidentiality, Integrity, Availability (CIA) tests in the ERP information and report on its integrity match and reliability.
8. Provide recommendations to PCK on remedial measures aimed at addressing the issues noted/ raised.
9. Review the architectural design/interface between the central database and regions, the weaknesses if any and recommend way forward.
10. Review the functionality of offline offices.
11. Review and catalogue information assets in ERP for adequacy, completeness and security and advice.
12. Review the ERP infrastructure harmonization, capacity, protection, ownership, specifications and lifecycle.



## SECTION IV - TECHNICAL PROPOSAL

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**4.1. TECHNICAL PROPOSAL SUBMISSION FORM**

[ \_\_\_\_\_ Date]

To: Manager Supply Chain Management,  
Postal Corporation of Kenya  
P.O Box 34567-00100  
Nairobi

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **Request for Proposal for Forensic ERP Systems Audit**

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 Three 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 Firms. If any:		No of Months of Professional Staff provided by Associated Firms:
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 THE FIRM ON THE TERMS OF REFERENCE AND ON INFORMATION TO BE PROVIDED BY THE POSTAL CORPORATION OF KENYA.**

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On the Terms of Reference:

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

On the information to be provided by PCK:

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

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

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

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)*

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

##### (b) Completion and Submission of application

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 firm should list the costs associated with the assignment including the revenue sharing percentage. The costs should be broken down to be clearly understood by PCK.
- 2 The financial proposal shall be in Kenya Shillings and shall take into account the tax liability and cost of insurances.

**SECTION V - FINANCIAL PROPOSAL STANDARD FORMS**

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**5.1. FINANCIAL PROPOSAL SUBMISSION FORM**

\_\_\_\_\_ [Date]

To:     Manager Supply Chain Management,  
           Postal Corporation of Kenya  
           P.O. Box 34567-00100  
           Nairobi, Kenya

Ladies/Gentlemen:

We, the undersigned, offer to provide the services **Request for Proposal for Forensic ERP Systems Audit** in accordance with your Request for Proposal dated.....and 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. SUMMARY OF COSTS

Costs	Taxes	Total Amount(s)
Activity No. 1.  2.  3.  4.  5. Etc.		

### 5.3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Subtotal	_____

## 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 address .....Tel 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.....

#### 7.4 TENDER SECURITY FORM

Whereas ..... [name and address of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated ..... [date of submission of tender] for the ..... [tender reference number and description of the goods/services] (hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that WE ..... of ..... having our registered office at ..... (hereinafter called “the Bank”), are bound unto Postal Corporation of Kenya (hereinafter called “the Procuring entity”) in the sum of ..... [amount in words and figures] 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 tender 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] \_\_\_\_\_ Date \_\_\_\_\_  
(Amend accordingly if provided by Insurance Company)

#### **Notes to Tenderers and Institutions**

1. Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by PCK. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.
2. It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from PCK. The period for response shall not exceed five (5) days from the date of PCK’s query. Should there be no conclusive response by the Institutions within this period, such Tenderer’s Tender Security shall be deemed as invalid and the bid rejected.
3. The Tender validity period is one eighty (180) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by PCK. Therefore the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.



**LETTER OF NOTIFICATION OF AWARD**

Postal Corporation of Kenya  
P.O. Box 34567 - 00100  
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

**7.5 DECLARATION FORM**

Date \_\_\_\_\_

To  
**Manager Supply Chain Management  
POSTAL CORPORATION OF KENYA,  
P. O. BOX 34567 – 00100 NAIROBI**

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address).....declare the following: -

- a) That I/We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning) of the Instruction to Bidders.
- d) That I/We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/We are not associated with any other tenderer participating in this tender.
- f) That I/We do hereby confirm that all the information given in this Tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

\_\_\_\_\_

Name of Tenderer

\_\_\_\_\_

Signature of duly authorized person signing the Tender

\_\_\_\_\_

Name and Capacity of duly authorized person signing the Tender

\_\_\_\_\_

Stamp or Seal of Tenderer

\_\_\_\_\_