JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SUPPLY, INSTALLATION, TESTING, TRAINING OF USERS A N D COMMISSIONING OF WEB-BASED ERP SOFTWARE

TENDER   NO.   JOOUST/ONT/004/18/19

28th MAY, 2019

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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SECTION I: INVITATION TO TENDER:

Jaramogi Oginga Odinga University of Science and Technology, situated along Bondo-Usenge road invites interested and eligible candidates for the provision of the under listed services:

TENDER REF. NO	TENDER DESCRIPTION	CLOSING DATE
JOOUST/ONT/001/18/19	SUPPLY, INSTALLATION, TESTING, TRAINING OF USERS AND COMMISIONING OF ERP SOFTWARE COMPRISING OF THE FOLLOWING SUBSYSTEMS: • **FINANCIAL MANAGEMENT INFORMATION SUBSYSTEM** • **ACADEMIC MANAGEMENT INFORMATION SUBSYSTEM** • **HUMAN RESOURCE MANAGEMENT INFORMATION SUBSYSTEM**	MONDAY 10TH JUNE, 2019

Tender documents with detailed specifications can be obtained from the **Procurement Office,** Jaramogi Oginga Odinga University of Science and Technology, on payment of a non-refundable fee of **Kshs 1,000.00** during normal working hours from Monday to Friday or deposited in Jaramogi Oginga Odinga University of Science and Technology Account Number **1113046066 at Kenya Commercial Bank- (KCB) Bondo Branch**. The document may also be downloaded for free from **www.jooust.ac.ke.** Tenderers shall be required to submit a copy of the payment receipt with the tender document.

The tender document in plain sealed envelope with tender reference no. and marked **"Supply, Installation, Testing, Training of Users and Commissioning of ERP Software"** should be submitted to:

The Vice-Chancellor,
Jaramogi Oginga Odinga University of Science and Technology,
P.O. Box 210-40601
BONDO.

The completed tender document MUST be placed inside the tender box in the administration block on or before **Monday, 10th June, 2019 at 11.00am.** Opening will be done immediately thereafter in the boardroom in the presence of suppliers who choose to attend**. Late submissions will be rejected and returned unopened.**

The University reserves the right to reject any tender application in whole or part. Canvassing will lead to automatic disqualification.

THE VICE-CHANCELLOR

SECTION II – INSTRUCTIONS TO TENDERERS

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2.1   Eligible tenderers

2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2. The procuring entity's employees, committee members, council members and their relatives (spouses and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for Tenders.

2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2   Cost of tendering

2.2.1   The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2   The price to be charged for the tender document shall not exceed Kshs. **1,000/=.**

2.2.3   The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2.4   The tender may also be downloaded for free from JOOUST website: www.jooust.ac.ke

2.3   Contents of tender documents

2.3.1   The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders

        i)   Instructions to Tenderers
        ii)   General Conditions of Contract
        iii)   Special Conditions of Contract
        iv)   Schedule of Requirements
        v)   Details of service
        vi)   Form of tender

vii)   Price schedules
viii)   Contract form
ix)   Confidential business questionnaire form
x)   Tender Security Form
xi)   Performance Security Form
xii)   Principal's or Manufacturer's authorization form
xiii)   Declaration form

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4   Clarification of Documents

2.4.1   A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents.

2.4.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5   Amendment of Tender Documents

2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6   Language of tender

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7   Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

(a)   A Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below.

(b)   Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted; and

(c)   Tender security furnished is in accordance with Clause 2.12

(d)   Confidential Business Questionnaire

2.8   Form of Tender

2.8.1   The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9   Tender Prices

2.9.1   The tenderer shall indicate on the Price Schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2   Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3   Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to

paragraph 2.22.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix and Instructions to Tenderers.

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:
a) A bank guarantee.
b) Cash.
c) Such insurance guarantee approved by the Authority.
d) Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

(a)   If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or

(b)   In the case of a successful tenderer, if the tenderer fails:

(i) To sign thecontract in accordance with paragraph 30

                 Or

(ii)To furnish performance security in accordance with paragraph 31.

(c)   If the tenderer rejects, correction of an error in the tender.

2.13   Validity of Tenders

2.13.1 Tenders shall remain valid for 60 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14   Format and Signing of Tender

2.14.1 The tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the   original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15   Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The   inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE (day, date and time of closing),"

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late". —

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16   Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Monday 10th June, 2019 at 11.00 am.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the Appendix.

2.17   Modification and Withdrawal of Tenders

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution   or withdrawal of the tender's is received by the procuring entity prior to the

deadline prescribed for the submission of tenders.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

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

2.17.6 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.

2.18   Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **Monday 10ᵗʰ June, 2019 at 11.00 a.m.** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The Procuring Entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19   Clarification of tenders

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20   Preliminary Examination and Responsiveness

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21   Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22   Evaluation and Comparison of Tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:
   (a) Operational plan proposed in the tender;
   (b) Deviations in payment schedule from that specified in the Special Condition of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) *Operational Plan.*
The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non- responsive and rejected.

(b) *Deviation in payment schedule.*
Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The Tender Evaluation Committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 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.

2.23. Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation, tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b)   Award Criteria

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified   to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that

none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25   Notification of award

2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to clause 2.27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to clause 2.12

2.26   Signing of Contract

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.26.3 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.

2.27   Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of

the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28   Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

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

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

Appendix A: Additional Instructions to the Tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	1. Must be a registered Company, licensed to provide the services tendered for. 2. Must have been in existence for a minimum of Five Years as a Registered Company. 3. Must have carried out similar assignments. (Evidence must be attached) 4. Authorized vendors of the Software if different from the bidder.
2.10	Other Currencies are not allowed except for Kenya Shillings
2.11	1. Certificate of Incorporation 2. Letter of Authorization by the Software developer if different from the bidder 3. Recommendation letters from the indicated Clients. 4. Duly filled Business Questionnaire 5. Bid Bond(2% of the Bid amount) valid for 120 days from the date of Tender Opening 6. PIN/VAT Certificate 7. Certificate of Tax Compliance 8. One Original and 1 copy of both the Technical and Financial proposals. 9. Any other requirement stipulated in the Tender Advertisement 10. Audited Accounts for the last 3 Years. 11. All ERP Software Architecture, System Designs and Technical Drawings for inspection 12. Lump sum Tender amount provided.
2.12	The Tender Security shall be 2% of the bid amount.
2.14	**The Bidder shall submit the TECHNICAL proposal and the FINANCIAL proposal in two separate envelops clearly marked "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL."Each proposal should be submitted ONE ORIGINAL and ONE COPY.**
2.22	Evaluation Criteria is attached separately at the end of the Document.
2.24	The University shall consult the referees and if need be visit them.
2.30	Following award of the tender, the bidder shall furnish the University with a performance bond of 10 % of the bid amount in form of a bank Guarantee. All pages MUST be paginated.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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3.1   Definitions
In this contract the following terms shall be interpreted as indicated:

a)   "The contract" means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

b)   "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.

c)   "The services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.

d)   "The Procuring entity" means the organization sourcing for the services under this Contract.

e)   "The contractor means the individual or firm providing the services under this Contract.

f)   "GCC" means general conditions of contract contained in this section

g)   "SCC" means the special conditions of contract

h)   "Day" means calendar day

3.2   Application
These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

3.3   Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the Schedule of requirements/ technical specifications.

3.4   Patent Rights
3.4.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design tights arising from use of the services under the contract or any part thereof.

3.5   Performance Security
3.5.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

3.5.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.5.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
a) Cash.
b) A bank guarantee.
c) Such insurance guarantee approved by the Authority.
d) Letter of credit.

3.5.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.6   Inspections and Tests

3.6.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.6.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.7   Payment

3.7.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC.

3.8   Prices
Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as

the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.9   Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the procuring entity's prior written consent.

3.10   Termination for Default

3.10.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

b) if the tenderer fails to perform any other obligation(s) under the Contract.

c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in   competing for or in executing the Contract.

3.10.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.11   Termination of insolvency

The Procuring entity may at the anytime terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13   Termination for convenience

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

The contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.17 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

4.1   Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.2   Implementation support
       The successful tenderer will be required to offer post implementation support and training for the project to ensure that all the benefits associated with the procured system are passed to the client.

4.3   Alternative solutions
       Any alternative solution proposed by a tenderer will be considered provided that the variations are documented in detail, clause by clause, in response to the Technical Specifications Section VI and deemed to be superior to the functionality, features and characteristics therein.

4.4   Software Architecture
       The successful tenderer shall provide the ERP system in accordance with the Software Architecture, Designs and Technical Drawings submitted in the Bid.

       For any variations to this clause, the successful tenderer will:
       4.4.1. Provide enhancements in the functionality, features and characteristics;
       4.4.2. Notify, prior to implementation and testing, the procuring entity (JOOUST) of the same in writing for consideration and approval.

4.5   Government ICT Standards
       In addition to General Conditions of Contract clause 3.3, the successful tenderer will comply with the relevant Government ICT standards developed and enforced by the ICT Authority, see http://icta.go.ke/standards.

SECTION V: SCHEDULE OF REQUIREMENTS

Notes for preparing the schedule of requirements

The schedule of requirements for the services shall be included in the tender documents by the procuring entity and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as bases in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which the procuring entity's delivery obligations start (notice of award). This part will include any deliverables under the service contract.

SECTION VI   **TECHNICAL SPECIFICATIONS**

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6.0 INTRODUCTION

Jaramogi Odinga Oginga University of Science and Technology seeks to transition from its current legacy ERP based on UNIPLUS powered by ACCPAC Sage 300 ERP. The UNIPLUS deployed is a proprietary system built using WAMP.

The University has a current student enrolment of 15,000 and staffing of 450. It is envisaged that in the next five years, the numbers will increase to 25,000 and 650 respectively.

The provision for the transition is structured as follows:

6.1. Replicate and Enhance Legacy functionality,
see *Appendix 1 Legacy ERP Specifications* (2012) for details

6.1.i) **Provision** of a web-based ERP with enhanced features and functionality underpinned by a system software architecture (application and database)   that is :
  i. modular ,
  ii. integrated with Sage 300 ERP (Optional see 6.1.iii) below),
  iii. stable ,
  iv. robust,
  v. scalable,
  vi. definable granularity preferably fine grain,
  vii. secure, and
  viii. user friendly
by design. Technical drawings in lieu must be provided.

6.1.ii) **Data Migration** :
(i) From the Legacy system (*Appendix 1 Legacy ERP Specifications* (2012)) to the proposed system to be seamless

6.1.iii) **Integration with:**
1) Legacy **Finance Information Management subsystem** Sage Modules Clientcare to be **appropriately upgraded**:
(i) Sage 300 ERP Advance Systems Manager
(ii) Sage CRM 100, Promotional Bundle
(iii) Sage 300 ERP premium Intelligence
(iv) Sage 300 ERP Advance Transactional Analysis and Optional Fields Creator
(v) Sage 300 ERP Advance Lanpak 10 User
(vi) Sage 300 ERP Advance General Ledger : *Appendix 1 section I subsection A*
(vii) Sage 300 ERP Advance Accounts Receivable: *Appendix 1 section I subsection H*
(viii) Sage 300 ERP Advance Accounts Payable: *Appendix 1 section I subsection C*
(ix) Sage 300 ERP Advance Inventory Control: *Appendix 1 section I subsection I*
(x) Sage 300 ERP Advance Purchase Order : *Appendix 1 section I subsection J*
OR

2) the provision of alternative modules equivalent to 6.1.iii) 1) (i) to (x) above.

to **provide:**

Replicated and **Enhanced features and functionality**, in a seamless manner, of the following legacy modules as originally specified in Appendix *1 Legacy ERP Specifications* (2012):

(i)   Internal Issues
(ii)   Budgetary Control and Vote book
(iii)   Projects
(iv)   Payment Voucher & VAT Retention
(v)   Imprest Management
(vi)   Student Finance : *Appendix 1 section II subsection A*
(vii)   Payroll and supporting HRM: *Appendix 1 section I subsection N*
(viii) Internal and External Part Timers
(ix)   Medical Invoices, refunds and claims (now covered by Medical Insurance) optional
(x)   Receipting
(xi)   POS for catering Services

6.1.iv) **Provision** of **Enhanced Academic Management Information sub system** modules as specified in *Appendix 1, Legacy ERP Specifications* (2012) *section II subsection B Registry 1-12*, **reconfigured** as the following broad processes :
(i)   Programme/ Course Management: see *Appendix 1 section II subsection B Registry 1-4,10,12.*
(ii)   Examination Management in accordance with JOOUST Statutes; Examination Policy and *Appendix 2 Senate Results :Report Structure and Rubrics;* see also *Appendix 1 section II subsection B Registry 5-10*
(iii)   Timetabling and Examination Scheduling: *Appendix 1 section II subsection B Registry 13*

6.2.   **Provision of:**
6.2.i)   **Human Resource Information Management subsystem**
Comprising *inter alia* the following modules/functionality:

(i)   Employee Master file Definitions
(ii)   Leave Management
(iii)   Payment and Deductions
(iv)   Payroll Management
(v)   Loans and Savings
(vi)   Training and Development Administration
(vii)   Report designer and Writer
(viii) Statutory and Ad hoc reports
See appendix 1, section N for detailed functionalities.

6.2.ii) **Workflow module :**

(i) Customisable
(ii) Configure to support various internal processes
(iii) Extensibility to interface with 3rd party applications

6.2.iii) **Portals and Apps:**
   (i) Provision of a portal which is:
      a. generic,
      b. flexible for bona fide, end-user data access for modules in *Appendix I,*
      c. support bulk SMS to staff and students, and
      d. secured
   by design.

6.2.iv) **Payment and Receipting Gateways:**
   (i) Various Commercial Banks
   (ii) Mobile money such as: Mpesa, Airtel, Equity

6.2.v) **Biometrics and integration**
   with modules such as:
   (i) finger print
   (ii) passport photographs
   (iii) others specify

6.2.vi) **Reports Designer and Writer**
   to generate:
   (i) Pre specified transactional/summary reports
   (ii) Ad hoc reports with the features such as :
      a. Flexibility built in
      b. Pre-defined/ adhoc filters.
      c. Export capabilities and
      d. User friendly

6.2.vii) **Training :**
   Please specify :
   (i) Type of training
   (ii) User Category and number
   (iii) Duration
   (iv) Mode of delivery

6.2.viii) **Documentation :**
   (i) System Management Manuals
   (ii) Operational Manuals
   (iii) End –user manuals
   (iv) Context sensitive online help

6.2.ix) **Installation and Testing**
    (i)   Module level by
            a. feature and
            b. function
    (ii)   Sub-system and System level by
          throughput as evidenced by performance benchmark tests

6.2.x)   **Implementation Services** on existing Platforms and Infrastructure
    i.   Hardware Platform:
    Three tier application Architecture comprising :
        (i) Application Server
        (ii) Database server
        (iii)   Contingency server
        (iv)   Server specifications:
            Dell Poweredge R710 Rack Mount Server:

            Processor: 2 X Intel Xeon Quad Core E5540 2.4ghz; Hard Drive: 3 X 1 Tb

            2.5" SATA 10k, Hot Plug; Memory: 32 GB DDR3; Chipset: Intel ® 5520;

            Network Card: Quad Embedded Gigabit Ethernet NIC; USB Ports: 4x1

            USB 2.0; Optical Drive: Dell - 8x DVD±RW SATA Internal; Cache: 8 MB

    ii.   Software Platform :
        (i) Microsoft Windows server 2019
        (ii) Microsoft SQL 2017
        (iii)   Web-based system must run on https protocol

    iii.   Network :
        (i) LAN protected by a firewall (in place)
        (ii) Remote access maybe granted through VPN or other secure channels

6.2.xi) **Support**
    (i)   Warranty period
    (ii)   Service Level Agreement (attach sample)
    (iii)   Annual Maintenance Contract (attach sample)
    (iv)   Software Assurance (state policy)

6.3.   **Software Licenses :**
Specify for each software application module:
(i)   Number of sites supported (campuses: Main(Bondo) ; Kisumu ; and Kisii)
(ii)   One off cost applicable
(iii)   Annual recurrent cost applicable for a life cycle of five (5) years

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPENDIX 1   LEGACY ERP SPECIFICATIONS (2012)

TECHNICAL FUNCTIONS (SPECIFICATIONS) OF THE FINANCIAL MANAGEMENT INFORMATION SUBSYSTEM

I. FINANCIAL MANAGEMENT INFORMATION SUBSYSTEM

The system must be integrated and should support Managerial, Employee, Students and Suppliers financial functions.

The expectations on each of the modules are as follows:

A. <u>GENERAL LEDGER MODULE</u>

All modules must be fully integrated with the general ledger so that processing will be straight forward and reliable. It must accommodate complex business models including features that are unique to our institution.

Expected Features
a) Flexible multi–level account structure with at least levels to cater for University, Campuses, colleges/Company, programmes, and faculties.
b) User defined calendars
c) Flexible closing dates
d) Unlimited budget plans that allow importing an unlimited number of budgets from popular spreadsheet or other custom budgeting systems.
e) Multi journal entry types, standard journal entries recurring, statistical, reversing journal entry templates and subsidiary application journal.
f) Complex and flexible allocation based on percentage, usage factors or actual data. Revenue and cost to be redistributed based on user-defined rules, viable allocation (statistical and financial), step down and net allocations.
g) Financial report writer. An unlimited number of completely customized financial statements based on user–defined, row and column templates and organizational structures.
h) On–line drilldown account analysis from account balances or financial statements all the way to the source transaction in general ledger or sub-ledger.
i) Automatic consolidation of figures and adjusting entries.
j) Automatic inter-company balancing
k) Distribution templates to be set up in advance for use during journal entry.
l) Multi-currency reporting

Expected Reports
a) Chart of accounts listing
b) Class/sub-class listing
c) General ledger report
d) Journal entry listing
e) Work in progress listing e.g. documents waiting for action by specific users.
f) Recurring journal entry listings

g)   Trial balance
h)   Cash book
i)   Income and expenditure
j)   Balance sheet
k)   Cash flow statement
l)   Investment reports
m)   Transactions listing
n)   Batch listing
o)   Posting journals
p)   Aged analysis of debtors
q)   Bank Reconciliation
r)   IPSAS format compliant reports:
　　　i.   Comprehensive income and comparative information
　　　ii.   Financial position and comparative
　　　iii.   Cashflow statement
　　　iv.   Budget vs expenditure comparison
　　　v.   Changes in net assets
　　　vi.   Notes to the financial statements

B. FIXED ASSETS MODULE
This module must maintain records of all fixed assets and computer depreciation costs. The module must also allow for posting of asset values, depreciation and disposal. It must have but not limited to the following integrated registers and classifications.
(a) Vehicle registers
(b) Office equipments
(c) Plant and equipment register
(d) Computers and Photocopiers registers

Expected Features
a)   Unique asset identification
b)   Comprehensive facilities to deal with all aspects of depreciation
c)   Sale and purchase of assets fully integrated with the rest of the accounting system.
d)   Fully integrated with general ledger accounts receivable, and accounts payable modules.
e)   Cost re-valuations and cost data to accounting modules identification label printing.
f)   Records person and department responsible for the asset
g)   Asset classification
h)   Bar coding.

Expected Reports
(a) Valuation reports
(b) Asset listings
(c) Notes to accounts
(d) Assets transactions
(e) Assets Disposals.

(f)   Individual register listings
(g)   Warranty expiry date.
(h)   Insurance/Tax rate
(i)   Identification label printing.
(j)   Fully depreciated asset listing

C.   ACCOUNTS PAYABLE (EXPENDITURE) MODULE

The system must provide for payment vouchers that work the way the University and its organs operate. It must allow for expenses to be allocated across multiple accounts.

Expected Features
(a)   User–defined vendor categories: Vendor categories are user definable and can be used to group contractors, employees, teaching and vendors for purpose analysis.
(b)   Vendors default account number: Expenses accounts can be set up for each vendor so that they will automatically default during voucher entry.
(c)   Recurring vouchers accounts: Permits for creating of weekly, monthly and quarterly recurring reports.
(d)   On–line drill down analysis: Full drill down from the invoice to the payments and vice–versa information.
(e)   Flexible payment approval: To allow selecting vouchers for payment based on vendor, vendor group, Company name, Voucher number, Invoice number, Voucher priority, voucher amount.
(f)   Allow sorting by due date, vendor number, vendor payment group, invoice number, voucher number payment priority or open amount.
(g)   Payment controls: Vouchers can be paid based upon due date, priority, category, payment type, group vendor or any combination.
(h)   Both vendors and payment vouchers can be put on hold to prevent processing of requisitions, orders, invoices and payments.
(i)   Recovery and accumulation of VAT for settlement
(j)   Full creditor reconciliation including deposits – disbursements and adjustments, as well as the ability to import transactions vendors register or other types of files.

Expected Reports
a)   Aged payables
b)   Vendor details report
c)   Vendor summary
d)   Vendor (creditors) payment proposal (Monthly)
e)   Vendor register
f)   Payment distributions
g)   Payment voucher listings
h)   Recurring payment vouchers schedule listings
i)   Creditors listing report by code and name
j)   Payment on hold report
k)   Cheque register for creditors
l)   Disbursement of cheques

m) VAT returns
n) LPO register
o) Creditors mailing labels
p) Statutory reports
q) Payments proposal for creditors

D. CASH OFFICE MODULE:
Expected Features
a) Support for unlimited number of bank accounts with ability to pre-define each bank /cash account.
b) Support for unlimited number of users (Personal Claims, Expenditure, Student Finance, Salaries, Bookshop etc) hence the system should provide a User Defined Categories.
c) On line drilldown account analysis from various Banks/ Bank Statements all the way to the source transaction in the general-ledger and to migrate information to the Spread Sheets.
d) Create an alarm features for a pre-determined amount payable at a time in each bank account.
e) Flexible payment approval. To allow vouchers for payment based on priority.
f) Automatic receipting and posting all the way to the general ledger accounts
g) Automatic generation of Payments, a cheque writer both for Kalamazoo type of cheque and ordinary cheque and posting direct to the general ledger.
h) Flexible approval for selection of deposits and cash withdrawals.
i) Cash management
j) Record transfers between bank accounts
k) Add bank accounts to chart of accounts
l) Reversing payments
m) Returned (bounced) customer cheques

Expected Reports
a) Cash Book
b) Cash Flow Statements
c) Investments Reports
d) Cash Management

Point to Note:
Cash Office operates as a Central point for Cash flows and is thus an agent for all sections.

E.BANK RECONCILIATION MODULE
Expected Features
a) The System must support bank reconciliations across multiple banks and allow financial charges to be allocated across multiple accounts.
b) Full bank and Cash reconciliations including deposits, disbursements and adjustments.
c) Flexibility to import transactions from various banks systems.
d) Post bank charges and interest.

Expected reports:
Bank reconciliation Statements

F.IMPREST MANAGEMENT
The system is expected to control and manage the issuance of imprests to staff, the accounting of imprests and the recovery of unaccounted for imprests from the salaries of the staff involved.

Expected Features
The system should among others include the following: -
a) Generate imprest forms and automatically number the documents serially
b) Specify the envisaged accounting date
c) Automatic alerts for overdue unaccounted for imprests
d) Linked to the Payroll module for recovery of unaccounted for imprests
e) Embedded controls to stop issuance of a further imprest to staff with an existing unaccounted imprest

Expected Reports
a) Age analysis of unaccounted imprests
b) Cumulative balances analysis
c) Payment reconciliation
d) Individual statement/report
e) Quarterly/monthly/yearly reports

G. PROJECTS ACCOUNTS
Expected Features
a) Creation of project Names
b) Creation of project numbers
c) Creation of project coordinators
d) Creation of project location
e) Setting up specific project budgets
f) Setting up project beneficiaries
g) Linked up to procurement module
h) Linked up to the creditors module
i) Linked up to the imprest module
j) Linked up to the cashbook module

Expected Reports
a) Budget vs Actual reports
b) Project Bank reconciliation statements
c) Project progress report (Disbursement vs Expenditure)
d) Project cashflow status report

H. ACCOUNTS RECEIVABLE (REVENUE) MODULE
Expected Features

a) This module provides for the efficient processing of invoices,
b) Credit notes and debit notes,
c) Processing receipts,
d) Accounts receivable adjustments,
e) Refunds, Set up customer ledgers,
f) Processing prepayments,
g) Processing miscellaneous receipts,
h) Processing unrealized exchange gain and loss accounts.

Expected Reports
a) Customer listing
b) Customer transactions
c) Deposit slips
d) Invoices
e) Overdue receivables
f) Receipts printing
g) Receipt inquiry i.e. receipts deposited to a selected bank or to display information for a receipt for which you have only the receipt number.

I. STOCK CONTROL MANAGEMENT

The stock control module must allow tracking of all the University stock in terms of both quantities and value. This module must be fully integrated with the financial accounting system. The purchase order processing and issue/sales order processing operations must be an integrated part of the stock control module.

The module must allow maintenance of stocks in different stores either with bin cards or any other feature.

Expected Features
(a) Full audit trail of all stock movements
(b) The different types of costing methods for inventory
(c) Multi-location of stock items
(d) Standard issue price and three – (3) issue price lists
(e) Vote and account numbers
(f) Stock transaction retention's in accordance with the statutory provisions
(g) Stock history file
(h) Re-order level and quantity, lead time etc
(i) Bins locations
(j) Integrated with issue, order and purchase ordering modules
(k) Update stock by goods received notes and purchase invoices
(l) Stock movement records showing fast and slow moving stocks
(m) Global update facility
(n) Audit – user date, time
(o) Inventory counts changes and adjustments
(p) Permits purchase order and goods received postings
(q) Provides allocation of back ordered inventory items to sales orders etc

(r) Be able to generate goods returned notes
(s) Be able to generate inspection and acceptance certificates with all the details as per the LPO
(t) Be able to generate goods received notes

Expected Reports
(i)   Issue analysis
(ii)   Date of last issue
(iii) Transaction history
(iv)   Inventory level listings

J. PROCUREMENT AND INVENTORY MANAGEMENT
Expected Features
(i)   Workflow enabling full integration with departments, procurement, finance and suppliers.
(ii)   Be able to generate purchase requisition notes (PRN)
(iii) The system should be able to award automatically by use of predefined criteria.
(iv)   However, manual awarding should also be allowed so that the tender evaluation can recommend award appropriately.
(v)   The system should be furnished with tools to enable auto generate awards connected to finance for confirmation of availability of funds.
(vi)   The system should allow easy and efficient ordering by automatically generating LPOs connected to finance for voting.
(vii) Have the ability to auto generate Purchase Orders from award forms.
(viii) Automatic integration with the vote heads and Budgetary Control Module
(ix)   Ability to link with other University portals and send alerts.
(x)   Prequalified Suppliers listing and ease of retrieval
(xi)   Create communication link between the procurement department and suppliers.
(xii) Stockable items i.e. Fixed, consumables
(xiii) Register of inventory
(xiv) Tender price listing with preferred suppliers, last purchase, account/vote goods charged against
(xv)   Purchase order listings
(xvi) Purchase orders not yet delivered
(xvii)   Undelivered orders due for cancellation
(xviii)   Self generated Purchase orders with order numbers, orders approvals
(xix)   The procurement plan for departments and the corporate plan
(xx)   The ability to compare the proposed procurement plan with the budget allocations.
(xxi)   Ability to monitor deliveries, multiple delivery schedule, quality inspection of goods.
(xxii)   Be able to produce summarized reports of daily, weekly, monthly and yearly on deliveries/ supplies made.
(xxiii)   Integrated to material management
(xxiv)   Raise purchase requisition for materials/ services/ works purchases, integrated to allow user departments to raise PRNs, allow finance department to vote the

purchase requisitions and be reflected to procurement department for further processing.

Expected Reports
(i) Issue Analysis
(ii) Date of last issue
(iii) Transactions history
(iv) Inventory level listings
(v) Valuations
(vi) Price list and price updates
(vii) Re-order levels
(viii) Physical inventory list
(ix) Inventory unit activity reports
(x) Inventory unit activity reports
(xi) Item costing report
(xii) Inventory item levels
(xiii) Item's Lead times
(xiv) Outstanding Purchase orders
(xv) LPOs partially supplied
(xvi) Cancelled LPOs
(xvii) Purchase orders progressions
(xviii) Supplier management in terms of ratings, appraisals, assessments and evaluations etc
(xix) Rejected or Goods returned

K. INSURANCE EXPENSES MODULE
Expected Features
a) Maintenance of details of brokers and underwriters
b) Maintenance of details of various policies, the assets covered and their renewal dates
c) Linked to the Fixed Assets Module
d) Maintenance of register of insurance payments

L. INTERNAL AND EXTERNAL PART-TIMERS MODULE
The system is expected to control and manage payments to internal and external part timers.

Expected Features
a) Specify the FTEF (the teaching work load) and integrate with the approved timetable
b) Appointment letters specifying the semester, course name, course number and the hours to be taught
c) Rejection of a claim i.e. if a lecturer is teaching in another campus the same course under different Head of Departments, then it should be able to reject it.
d) Computation of tax due on processed claims and posting to Accounts Payable
e) Transportation – specify the limit on the allowable c.c rating of vehicles used
f) Honorarium – will be able to calculate the percentage based on hours worked.

Expected Reports

a) Cumulative amounts paid to each part timer
b) Tax element must be specified
c) Outstanding claims for part timers by school, department, campus etc
d) Statement of tax for each part timer for purposes of making tax returns
e) Honorarium paid etc, each categorized
f) Statement that merges the FTEF and Timetable

M. MEDICAL REFUNDS

The system must be able to capture all the medical refunds and payments made to staff members and give cumulative balances for amounts refunded to-date to each staff member.

Expected Features
a) Must capture names and Personal File numbers of the staff
b) The medical entitlement for all the grades
c) Generate automatic alerts if the allowable limit is exceeded

Expected Reports
a) Medical refunds to individual members of staff and cumulative claims to-date
b) Amount paid at all time and indicating the date.
c) Quarterly reports/monthly/yearly

N. HUMAN RESOURCE / PAYROLL MODULE

Expected Features
(i) Staff personal details and bio data e.g. name, photograph, gender, marital status, date of birth, personal number, date of appointment, cost centre, national ID number, passport number, nationality etc
(ii) Support unlimited number of job grades and salary scales
(iii) Link job scales to salary and allowances payable to each grade
(iv) Automatically post annual increments on the due dates.
(v) Audit trail and payroll reconciliation
(vi) User definable processing and payment methods and periods
(vii) User definable cost centres, departments, area codes etc
(viii) Supports unlimited number of employees and staff classifications
(ix) Employee banking details e,g bank, branch, account number, account type
(x) Unlimited number of earnings and deductions transactions
(xi) Unlimited number of user definable tables e.g PAYE, NSSF, NHIF, Pensions, Unions,
(xii) User defined rounding system
(xiii) Bonus and arrears payments
(xiv) Direct electronic salary remittance to banks
(xv) Tracking of loans and amounts due to saccos
(xvi) Integrated with the General Ledger
(xvii) Maintain historical information for unlimited number of years
(xviii) Security features e.g. by payroll class, edit, create and delete
(xix) Online leave application and processing.
(xx) Define individual tax category for each allowance.

(xxi)   Monitor and verify regular payroll cycle, from data entry to fully reconciled results.
(xxii)   View complete history of payroll results.
(xxiii)   Flag erroneous calculations while keeping reconciled calculations intact
(xxiv)   Calculation of trade union fees for various carders of staff.
(xxv)   Define and create various overtime allowances.
(xxvi)   Conduct staff appraisal and analyze appraisal data
(xxvii)   Training and Development administration resulting from (xxvi) and staff requests online
(xxviii)   Disciplinary Management
(xxix)   Employee Self-Service (Portal)

Expected Reports
a) Payslips, user defined payslip format
b) Bank remittances list
c) Bank registers
d) Cheques and cash register
e) Payroll journal
f) Company totals
g) Employee details
h) User specified transaction reports
i) Cost centre reports
j) Statutory reports e.g. P9, P9A, P10, P10A etc
k) User defined YTD statement reports
l) Audit trail reports
m) Special reports e.g. negative pay, EDI, SFI Bank remittance reports, System codes, Payslips
n) Budgeted versus actual pay analysis
o) Exceptional reports e.g. staff earning salaries beyond their grades
p) Leave reports and alerts
q) Training and Development reports- aggregated across the university and cascaded to various departmental units.

II. ACADEMIC INFORMATION MANAGEMENT SUBSYSTEM
A. STUDENTS FINANCE MODULE
Expected Features
a) Categorize students according to admission status.
b) Student details
c) Ability to upload data from other applications to update the student records.
d) Creation of sponsors and donors
e) Creation of fees structure template per programme
f) Creation students fund accounts
g) Payment due listing e.g. Tuition, medical, field trips etc.
h) Monthly fee processing
i) Fines payments
j) Excess fee
k) Fee refund

l) Cheque clearing status
m) Export fee collection reports to final accounts e.g. Programmes, Faculty, Regular Modular, Evening/ School based, and Campus.
n) Inter-school, transfers, deferment, expulsion – internet and SMS enabled for student information
o) Mass invoicing and receipting

Expected Reports - General
a) Daily fee collection report
b) Pending fee report school (by program, campus)
c) Fee collection report (Monthly, annually, semester wise) etc.

Expected Students Reports - Specific
1. Fees payment summarized by program and study centre
2. Summary of student payment per units taken
3. Fees balances
   i) Student fees position
   ii) Detailed fees related reports
4. The system should generate details of fully paid up and approved students which should be accessible to other authorized users (registry)
5. Students reports should be generated in various criteria i.e registration no, first name, last name etc.

Students Reports (Self-Generated Via Web)
Students should be in a position to access their;
   i) fees details,
   ii) exam results,
   iii) academic warnings
   iv) other special reports e.g attachments letters

B. REGISTRY EXPECTED FEATURES
1. APPLICATION FOR NEW STUDENT
- System should be web based to allow for online application
- Validation for key fields must be enabled
- Feedback should be within a given timeline either through email address provided or SMS
- Once a prospective student has met criteria then they should pay Application fee at the bank or by MPESA, then produce a receipt that is keyed in against student details or
- The system should give an automatic number that can be used at the back of bank slip
- The system should generate admission letter for both post graduate and undergraduate programmes
- Online hostel booking

2. REGISTRATION NUMBER AND IDS
- A student number should be unique capturing Year of registration, course, mode of learning, campus, then random number
- Generation of student ID numbers that will incorporate the number, programme, year of registration and campus

3. REGISTRATION FOR ONGOING STUDENT
- On line registration.
  - This should incorporate course units, timetables, catalogues, fee structure etc.
  - This should block after a specified period eg 4 weeks meaning that students are compelled to register.
  - Reminders should be sent before the system blocks so as to alert the students
- Online hostel booking
- Students should be able to view all timetables including the exam timetable before exams.
- The ongoing student should be able to change mode of study and campus by filling an online form.
- The form should be accessed by registry and have an auto responder of two weeks to respond or visit the office.
- Nominal roll management

4. BOARD OF POSTGRADUATE STUDIES
- Online application and feedback
- Academic progress tracking for all Postgraduate students
- Administration of thesis examination process- tracking from intent to submit, submission, examination, oral defense, correction and award of letter of completion

5. PROVISION TO ENTER MODULAR/SCHOOL BASED SESSIONS/PRE UNIVERSITY
- Modular session are currently: August, October/November January, April/May
- Pre-university sessions are: *August, October, January* , March, May

6. LIMITED ACCESS TO ACCOUNTS STATEMENTS
Limited access to the finance details i.e. have the ability to view outstanding fee balances so as to confirm students who should or should not be issued with examination cards. This includes the Diploma programmes as well

7. CLOSURE FOR STUDENTS WHO HAVE GRADUATED
- Closure at the system for students who have graduated
- Easy retrieval of old transcripts
- Clearance and Tracking clearance status
- Caution money refund

8. EXAMINATIONS
a) Limited access for lecturers/markers to allow for coursework and exam results data entry
b) Students, Lecturers and other stakeholders should be able to view exam time tables

   c)   Exam results Tracking System / Tracer to:
- (i)   track 'Incomplete" results (either Course work/exams)
- (ii) Capture students re-seating an exam because they should not get a mark higher than 40% or 50% depending on the programme.

   d)   Track and Trace fails for academic warnings and or discontinuation.

   e)   GPA and cumulative results for the specific programmes e.g. Diploma.

9. DISCONTINUED STUDENTS

- Closure of student details upon discontinuation
- Credit transfer

10. STUDENTS WHO DEFER

   a)   Online/web based deferment application form and have an auto responder of two weeks to respond.

   b)   Provision to show students who defer studies

11. EXPECTED REPORTS - User friendly report layout

1. Admission letters
2. Registration reports by programs,
   - i)   Program
   - ii)   Mode of learning – day, evening, distance, campus etc
   - iii)   Year of enrollment
   - iv)   Year of study
   - v)   Gender
   - vi)   Units registered per student
   - vii) Nationality
   - viii) sponsor
3. Exam cards
4. New online enquiries
5. New enrollment from online registration
6. Online registration forms
7. Change of course reports – rejected, approved
8. Discontinued students
9. Students with warning letter 1st and 2nd warning
10. Examination Results slips
11. Transcripts
12. Generation of lists for
    - (i)   -graduating students,
    - (ii) -students on the Dean's Awards List,
    - (iii) -students on the Prize List
13. GPA results by programme and by campus or center for the Diploma programmes

12. DATA MIGRATION AND PORTING

- (i)   Data migration from old system to new should be error free and easy validation options availed e.g. double entries should be easily traceable.
- (ii) The system should integrate with other existing systems to allow for data porting e.g KOHA system.

13. ACADEMIC STAFF EVALUATION
  (i) Ability for students to key in and submit their Lecturer evaluations.

14. TIME TABLES
  (i) The system should allow for timetabling, lecture rooms and lecturers will be identified in time and availed in the system at some stage
  (ii) NB: Different campuses will operate in different timetables.

III. ENTERPRISE RISK MANAGEMENT SUBSYSTEM

i. Key risk indicators (KRIs)
Red flags that will proactively forewarn management of danger. Data should be submitted and reviewed in the risk meetings. Items in 'red' can be escalated to the Council in the quarterly risk report. Examples of the KRIs:
(a) Number of ERP downtimes
(b) Late regulatory report submissions
(c) Overdue audit actions
(d) Number of expired JOOUST policies
(e) Material student/ staff complaints
(f) Number of accidents within campus
(g) Reconciliation breaks
(h) Key staff vacancies etc.

ii. Operational risks
a) Key university risks, mitigation measures, responsible persons and projected resolution timelines.
b) Risk escalation matrix
c) Risk map

iii. Operational losses
Trend analysis of losses arising from control failures, frauds, regulatory penalties etc.

iv. Enterprise Risk Management (ERM) e-Course (e-learning)
a) Mandatory course to be taken by all UMB members, student leaders, among others as the university may determine.
b) This module should contain the latest risk management approaches by the university and provide an overall view of the national/ universal view of key risk information.
c) The ERMF should be able to track and report on the e-learning completion rates. It should also be able to generate e-Certificates for those who successfully complete the 1 – 2 hour study.

v. Current university policies
a) Database of all the university policies and their approval status.
b) There should also be a trigger to send out email to vice chancellor for policies expiring in, say, 3 months. The trigger may go to Internal Audit for policies that have actually expired.

vi.   Audit issues tracking
    a) Key control lapses identified by Internal & External audit with action plans to address the fundamental root causes.
    b) This sub-module enables the UMB and/ or Internal Audit to review action plans to remediate control gaps on a real time basis.

vii.   Regulatory module
    (a) Regulatory reporting
    (b) Core regulatory requirements
    (c) University gap analysis against regulatory requirements/ expectations

viii.   Business continuity planning (BCP)
    (a)Definition of core university data across departments
    (b)BCP test results, exceptions, action plans etc.
    (c)BCP champions (for each department)

ix.   Risk monitoring and reporting
    (a)Minutes of risk meeting
    (b)Risk reports to council
    (c) Tracking or risk mitigation plans

IV.   HEALTH SERVICES MANAGEMENT SUBSYSTEM
    i.   Registration of clients biodata by the records clerk
    ii.   Entry of Triage observations including weight, Temperature and Blood pressure by the nurse
    iii.   Entry of medical history, physical examination and Diagnosis by the Doctor.
    iv.   Ordering of lab and imaging tests by doctor
    v.   Posting of lab results by lab technologist
    vi.   Prescription of drugs by doctor
    vii.   Dispensing of drugs by pharmacist.
    viii.   Management of pharmacy stocks by pharmacist.

V.   TRANSPORT MANAGEMENT SYSTEM

    i.   To provide online transport requisition,
    ii.   Staff requests for vehicle.
    iii.   Approval by the Dean of School/Director/Head of department/ Head of section
    iv.   Approval by Transport Officer/ Transport Manager
    v.   Voting by Finance department
    vi.   Approval by Registrar Planning and Administration
    vii.   Transport officer to record mileage before and after the trip and calculate the cost of the trip.

APPENDIX 2:   SENATE RESULTS: REPORT STRUCTURE AND RUBRICS (UNDERGRADUATE PROGRAMMES)   VERSION 8.1

This is a generic set of Procedures for all Schools to assist in establishing and maintaining a Consolidated Marksheet whether in a spreadsheet such as Excel or vide the ERP Examination module Excel down load facility.

A. DATA ENTRY PROCEDURES AND EXAMINATION MARK CODING SCHEME

For *every* School and its undergraduate Degree Programmes having say four (4) levels i.e. L_1, L_2, L_3, L_4 (academic years of study) and two semesters (S_1, S_2) the following procedures should be followed:

1   Download the Consolidated Marksheet (CMS) Excel template from the ERP

2   For *each* undergraduate Degree programme respectively :

    2.1.   At each level L_1, L_2, L_3, L_4 respectively and after each semester S_1, S_2 respectively

        2.1.1.   Enter in the header row by column (j) the unique and valid <u>unit code</u> for *each* bonafide **course unit** within the prescribed course of study:

        2.1.2.   Enter by row (i) serializing (S/NO) **all** the Candidates registered for the programme giving; the **Registration No, Candidate Name**

        2.1.3.   The **Candidate Registration No, and Name** should be sorted in ascending order of Registration number)

        2.1.4.   For each Candidate record in the (i^{th} row) registered for a particular unit in the (j^{th} column) for the semester S_1, S_2 respectively

            2.1.4.1.   enter in the corresponding cell location (i,j) the total percentage mark (%) comprising (CAT + Exam) attained from signed individual course unit marksheets

            2.1.4.2.   enter code **I** (incomplete) for instances where the mark in the signed mark sheet is incomplete (i.e. there is either no CAT or Exam mark) in the corresponding cell location (i,j)

            2.1.4.3.   enter code **F** for every failed unit total (CAT + exam) mark < 40%)

    2.2.   When *all* the Course unit marks have been entered for the particular level (academic year of study) *for each registered candidate* :

2.2.1.   **COUNT** the **total** number of units (**t**) undertaken per level usually (16 /18 or more in SEDU),

2.2.2.   **COUNT** the **total** number f of units failed (ie.**F =** total unit mark < 40%) by the candidate per level

2.2.3.   If $(\frac{(f)}{(t)} * 100) \leq 25\%$ then code such failed units as **RS 1 or RS 2** (1st Resit or 2nd Resit**)** in the CMS

2.2.4.   If $25\% < (\frac{(f)}{(t)} * 100) \leq 50\%$ then code such failed units as **RT** (Retake**)** in the CMS.

2.3.   If the **RS 1** or **RS 2** examination undertaken at any subsequent level results in an exam mark m_{rs1} or m_{rs2} ≥40% then set such m_{rs1} or m_{rs2} = 40.

2.4.   If **RT** (retake) taken at the same level results in a total mark (CAT+exam) m_{rt} ≥40% then set such **RT** = m_{rt}.

2.5.   A candidate is Discontinued (code **DIS** in the remarks column) if at any level:

2.5.1.   the percentage of failed units $(\frac{(f)}{(t)} * 100) > 50\%$

2.5.2.   *any* Retake unit total mark is fail i.e. any **RT** total mark m_{rt} <40%

2.5.3.   *any* 2nd Resit unit examination mark is fail(i.e. m_{rs2} **<** 40%.)

B: GENERATION OF EXAMINATION RESULTS LISTS (REPORTS) FOR SENATE (PASS, FAIL, RESIT, RETAKE, DISCONTINUATION, DEFERMENT)

FOR EVERY SCHOOL, BY DEGREE PROGRAMME, AT END OF SEMESTER S1 AT EACH LEVEL (YEAR) :

RS I i.   **PASS LIST:** List of **C**andidate(s) whose total exam mark (CAT + EXAM) for every prescribed unit of study is ≥ **40%** see section **C _RS I.i** below for Report Template

RS I ii.   **FAIL LIST:** List of Candidate(s) with at least one **F** (failed) unit (i.e. total mark (CAT+exam < 40%) see **C_ RS I.ii** below for Report Template

FOR EVERY SCHOOL, BY DEGREE PROGRAMME, AT END OF SEMESTER S1 AT EACH LEVEL (YEAR):

RL.I.i.   **PASS LIST:** List of **C**andidate(s) whose total exam mark (CAT + EXAM) for every prescribed unit of study is ≥ **40%** see **D_RL I.i** below for Report Template.

RL.I.ii.   **PASS LIST:** List of **C**andidate(s) whose total exam mark (CAT + EXAM) for every prescribed unit of study is ≥ **40%** see **D_RL I.ii** below for Report Template. {note 4th (Final) level only}

RL.I.iii.   **OVERALL PASS LIST:** List of Candidates at the Fourth (Final) level who have passed all the prescribed units at every level including the Fourth (final) of study see **D_RL I iii** below for Report Template.

RL.II.   **RESIT LIST :** List of Candidate(s) with at least one **RS** (Resit) in a prescribed unit of study see **D_RL II**. below for Report Template

RL.III.   **RETAKE LIST:** List of Candidate(s) with at least one **RT** (Retake) in a prescribed unit of study see **D_RL III**. below for Report Template

RL.IV.   **DISCONTINUATION LIST:** List of Candidate(s) who at any level (year of study) coded **DIS** see **D_RL.IV** below for Report Template have:

IV.i.   failed in more than 50% of the prescribed units

IV.ii.   failed in any one Retake (**RT**) examination comprising CAT and exam paper.

IV.iii.   failed twice in any RESIT (**RS**) examination comprising examination paper only

RL.V.   **DEFERMENT LIST:** Candidate(s) without **at least one complete mark** in a prescribed unit of study due to reasons such as: i) request for deferment on financial grounds (*f*), ii) request for deferment on medical grounds (*m*), iii) nonpayment of fees (*n*), iv) abscondment (*a*), v) suspension (*s*), vi) incomplete marks (*i*) see **D_RL VI** below for Report Template

RL.VI.   **CLASSIFICATION OF DEGREE**   For every **c**andidates who has passed in *all* the prescribed course units over *all* levels (year) of study for the said degree totaling say *N* units, the undergraduate degree classification procedure is as follows:

a)   Replace every Retake mark m_{rt} by the weighted mark $wm_{rt}=40+(m_{rt}-40)/3$

b)   Calculate the average percentage (*Av)* over all *N* prescribed units including Retake marks weighted accordingly as in a) above, but exclude audited units,

c)   Classify as per the Degree Classification Table below

Degree Classification	Ranges for Average (*Av*)%
First Class Honours	if $Av \geq 70$
Upper Second Class Honours	if $60 \leq Av < 70$
Lower Second Class Honours	if $50 \leq Av < 60$
Pass	if $40 \leq Av < 50$
Fail	if $Av < 40$

RL.VII.   **GRADUATION LIST** All candidates who complete a prescribed School Programme of study and are recommended to graduate as per Degree

Classification procedure (VI above), see **D_RL V** below for the Report Template.

C. STANDARDIZED RUBRICS FOR SENATE REPORTS (END OF SEMESTER 1 (S1) ONLY, AT EACH LEVEL)

The Registrar (Academic) will avail the following generic rubrics for the respective Senate Reports (**RS**) which should be customized for *each* School by Degree Programme, by Semester1 at each Level (year of Study):

RS I i

PASS LIST

The following [**Total number in full (Number)**] candidates **SATISFIED** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the **FIRST/SECOND/THIRD/FOURTH/ YEAR** Semester One (1) University Examinations.

[**FULL NAME OF SCHOOL DEGREE PROGRAMME**]

S/NO.   REG/NO.   [SURNAME, two given names (lower case)]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean…………………………………………………………Date ……………………..

Chairman, Dean's Committee …………………………………………Date………………………

Chairman, Senate…………………………………………………Date………………………

RS I ii

FAIL LIST

The following [**Total number in full (Number)**] candidates **FAILED** TO **SATISFY** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the **FIRST/SECOND/ THIRD/FOURTH YEAR** Semester One (1)University Examinations in the courses(s) listed against the name(s) and will be advised on the next course of action at the end of the academic year.

[**FULL NAME OF SCHOOL DEGREE PROGRAMME**]

S/NO.   REG/NO.   [SURNAME, two given names in lower case]   COURSE [Code: Title]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean…………………………………………………………Date ……………………..

Chairman, Dean's Committee …………………………………………Date………………………

Chairman, Senate……………………………………………………Date………………………

D. STANDARDIZED RUBRICS FOR SENATE REPORTS (END OF LEVEL ONLY)

The Registrar (Academic) will avail the following generic rubrics for the respective Senate Reports (**RL**) which should be customized for *each* School by Degree Programme, by Level (year of Study).

JARAMOGI OGINGA ODINGA UNIVERSITY OF

SCIENCE AND TECHNOLOGY

SCHOOL OF ……………….

UNIVERSITY EXAMINATION RESULTS

[FIRST/ SECOND/ THIRD/ FOURTH] 20NN/20NN ACADEMIC YEAR

[COHORT]

RL I.i

PASS LIST

The following [**Total number in full (Number)**] candidates **SATISFIED** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the **FIRST/SECOND/THIRD YEAR** University Examinations and are **RECOMMENDED** to proceed to **SECOND/ THIRD/ FOURTH YEAR** of study.

[**FULL NAME OF SCHOOL DEGREE PROGRAMME**]

S/NO.   REG/NO.   [SURNAME, two given names (lower case)]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean……………………………………………………………………Date ……………………..

Chairman, Dean's Committee ……………………………………Date………………………

Chairman, Senate………………………………………………….Date………………………

RL I.ii

PASS LIST {4TH (FINAL) LEVEL ONLY}

The following [**Total number in full (Number)**] candidates **SATISFIED** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the **FOURTH YEAR** University Examinations.

[**FULL NAME OF SCHOOL DEGREE PROGRAMME**]

S/NO.   REG/NO.   [SURNAME, two given names (lower case)]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean…………………………………………………………Date …………………….

Chairman, Dean's Committee …………………………………………Date………………………

Chairman, Senate……………………………………………………Date………………………

RL I.iii

OVERALL PASS LIST {NOTE:4TH (FINAL) LEVEL ONLY}

The following [**Total number in full (Number)**] candidates **SATISFIED** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in all the prescribed units over all Years of Study (Levels), including the **FOURTH YEAR [FINAL LEVEL]** University Examinations and are **RECOMMENDED** to graduate subject to fulfilling all other University requirements.

[**FULL NAME OF SCHOOL DEGREE PROGRAMME**]

S/NO.   REG/NO.   [SURNAME, two given names (lower case)]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean……………………………………………………………Date ……………………..

Chairman, Dean's Committee ……………………………………Date………………………

Chairman, Senate……………………………………………………Date………………………

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RL II.

RESIT LIST

The following [**Total number in full (Number)**] candidates **FAILED** TO **SATISFY** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the **FIRST/SECOND/ THIRD/FOURTH YEAR** University Examinations and are **RECOMMENDED** to **RESIT** the courses(s) listed against the name(s) when next offered.

[**FULL NAME OF SCHOOL DEGREE PROGRAMME**]

S/NO.   REG/NO.   [SURNAME, two given names in lower case]   COURSE [Code: Title]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean……………………………………………………………Date ……………………..

Chairman, Dean's Committee ……………………………………Date………………………

Chairman, Senate……………………………………………………Date………………………

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RL III

RETAKE LIST

The following [**Total number in full (Number)**] candidates **FAILED** TO **SATISFY** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the **FIRST/SECOND/ THIRD/FOURTH YEAR** University Examinations and are **RECOMMENDED** to **RETAKE** the courses(s) listed against the name(s) before proceeding to the next year of study.

{Note: in the case of **FOURTH** year delete "to the next year of study"}

S/NO.   REG/NO.   [SURNAME, two given names in lower case]   COURSE [Code: Title]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean……………………………………………………….Date …………………..

Chairman, Dean's Committee ……………………………………Date………………………

Chairman, Senate……………………………………………………Date………………………

RL IV.

RETAKE LIST

The following [**Total number in full (Number)**] candidates **FAILED** TO **SATISFY** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the **FIRST/SECOND/ THIRD/FOURTH YEAR** University Examinations in the courses(s) listed against the names and are **RECOMMENDED** to be DISCONTINUED.

S/NO.   REG/NO.   [SURNAME, two given names in lower case]   COURSE [Code: Title]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean……………………………………………………………Date ……………………..

Chairman, Dean's Committee ……………………………………Date………………………

Chairman, Senate……………………………………………………Date………………………

RL.V.

GRADUATION LIST

The following [**Total number in full (Number)**] candidates **SATISFIED** the School of [full name of School (major word: first letter Capitalized)] Board of Examiners in the University Examinations and are **RECOMMENDED** to graduate subject to fulfilling all other University requirements.

.

[**FULL NAME OF SCHOOL DEGREE PROGRAMME**]

S/NO.   .   [SURNAME, two given names (lower case)]

FIRST CLASS HONOURS

S/NO.   .   [SURNAME, two given names (lower case)]

SECOND CLASS HONOURS UPPER DIVISION

S/NO.   .   [SURNAME, two given names (lower case)]

SECOND CLASS HONOURS LOWER DIVISION

S/NO.   .   [SURNAME, two given names (lower case)]

PASS

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S/NO.   .   [SURNAME, two given names (lower case)]

Approved during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean……………………………………………………….Date ……………………..

Chairman, Dean's Committee ……………………………………Date………………………

Chairman, Senate………………………………………………….Date………………………

RL VI.

DEFERMENT LIST

The following [**Total number in full (Number)**] candidates from the School of [full name of School (major word: first letter Capitalized)] as noted by the Board of Examiners in the [**FIRST/SECOND/ THIRD/FOURTH**] **YEAR** University Examinations have **/** requested to defer due to financial (*f*) or medical (*m*) reasons / nonpayment of fees (*n*) / abscondment (*a*) / suspension (*s*) / incomplete marks (*i*) / in the courses(s) listed against the name(s). In the case of abscondment or incomplete marks the School is investigating the said cases/marks and will report the same to Senate vide lists that will supplement the PASS/ RESIT /RETAKE /DISCONTINUATION/GRADUATION lists tabled as appropriate.

S/NO.   REG/NO   [SURNAME, two given names lower case]   COURSE [Code: Title]   REASON[*f/m/n/a/s/i*]

Noted during the School of [full name of School (major word: first letter Capitalized)] Board of Examiners Meeting held on the [Date, Month, Year i.e. 2nd November 2016]

Dean…………………………………………………………Date ……………………..

Chairman, Dean's Committee ……………………………………Date………………………

Chairman, Senate………………………………………………Date………………………

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APPENDIX 3:   CODE BOOK – CATALOGUE OF PROGRAMMES AND UNITS

CODING STRUCTURE- TOP LEVEL DESIGN Example Undergraduate

		Alphabetical Component					Numerical Component			
digit	1			2	3	AC		1	2	3
School	code	Dept	code	Programme levels	code		Programme Series(*)	code	Year	unit number
A-Z		A-Z		six			1 to 9	1_8	1_4	01_99
							service unit=	9		
1	SAFS	A	Agricultural Economics & Agribusiness Management	E		B	AEB	B.Sc (Agribusiness Management)	1		
					B	AEB	B.Sc (Agricultural Economics)	2		
					B	AEB	B.Sc (Agricultural Education & Extension)	3		
			Plant & Soil Sciences	P		B	APB	B.Sc (Soil Science)	1		
					B	APB	B.Sc (Horticulture)	2		
			Animal & Food Sciences	A		B	AAB	B.Sc (Animal Science)	1		
					B	AAB	B.Sc (Food Security)	2		
					B	AAB	B.Sc (Agricultural Biotechnology)	3		
2	SBE	B	Accounting & Finance	A		B	BAB	Bachelor of Business Administration	1		
			Economics & Management	E		B	BEB	B.Sc.(Logistics & Supply Chain Management)	1		
					B	BEB	B.Sc.(International Tourism Management)	2		
3	SEDU	E	Curriculum & Educational Management	C		B	ECB	B.Ed(Arts-with IT)	1		
					B	ECB	B. Ed(Arts)	2		
			Psychology & Educational Foundations	P		B	EPB	B.Ed(Science-with IT)	1		
					B	EPB	B. Ed(Science)	2		
			Special Needs Education & Early Childhood Dev.	S		B	ESB	B.Ed(S.N.E--with IT)	1		
					B	ESB	B. Ed (E.C.D)	2		
					B	ESB	B. Ed (S.N.E)	3		
4	SHS	H	Biomedical Sciences	B		B	HBB	B.Sc. (Biomedical Sciences)	1		
			Public Health & Community Health & Development	C		B	HCB	B. Sc. (Public Health)	1		
					B	HCB	B. Sc. (Community Health & Development)	2		
5	SIIS	I	InformationTechnology & Systems	T		B	ITB	B.Sc. (Information & Commun Technology)	1		
					B	ITB	B.Sc. (Business Information Systems)	2		
					B	ITB	B.Sc. (Library & Information Science)	3		
			Computer Security & Software Engineering	C		B	ICB	B.Sc. (Computer Security & Forensics)	1		
					B	ICB	B.Sc. (Software Engineering)	2		
					B	ICB	B.Sc. (Computer Science)	3		
6	SSPNRM	P	Spatial Planning	P		B	PPB	B.Sc. (Spatial Planning)	1		
					B	PPB	B. Land Architecture	2		
					B	PPB	B. Architecture	3		
			Natural Resource Management	N		B	PNB	B.Sc. (Water resource Management)	1		
					B	PNB	B. Sc (Disaster Management)	2		
					B	PNB	B. Sc (Fisheries)	3		
7	SBPS	S	Biological Sciences	B		B	SBB	B.Sc. (Biological Sciences)	1		
					B	SBB	B.Sc. (Biotechnology)	2		
			Physical Sciences	P		B	SPB	B.Sc. (Chemistry)	1		
					B	SPB	B.Sc. (Physics)	2		
8	SET	T	Civil Engineering & Construction Mangement	C		B	TCB	B.Sc. (Construction Mangement)	1		
			Agricultural Engineering & Renewable Technology	E		B	TEB	B.Sc. (Renewable Technology & Mangement)	1		
9	SMAS	W	Pure & Applied Mathematics	M		B	WMB	B.Sc (Mathematical Sciences)	1		
			Applied statistics, Financial Mathematics & Actuarial Science	A		B	WAB	B.Sc.(Applied Statistics)	1		
					B	WAB	B.Sc.(Actuarial Science with Computing)	2		
10	SHSS	Z	Geography & Social Development	G		B	ZGB	B.Sc. (Geography & Resource Management)	1		
					B	ZGB	B.A. (Development & Policy Studies)	2		
					B	ZGB	B. Sociology & Social Work	3		
			History & Archaelogy	H		B	ZHB	B.Liberal Arts(History Major)	1		
					B	ZHB	B.Liberal Arts(Archeology Major)	2		
						ZHB	B.A. International Relations & Diplomacy -IT	3		
			Religion & Theology	R		B	ZRB	B.A. (Religion Studies)	1		
			Philosophy & Political Science	P		B	ZPB	B. of Philosophy	1		
					B	ZPB	B.Liberal Arts(Political Science)	2		
					B	ZPB	B. Leadership and Pubic Administration	3		
			Literary Studies	L		B	ZLB	B.A. (Literature)	1		
					B	ZLB	B.A. (English)	2		
					B	ZLB	B.A. (Kiswahili)	3		
			Media & Performing Arts	M		B	ZMB	B.A.(Music Studies)	1		
					B	ZMB	B.A. (Theatre Studies)	2		
					B	ZMB	B.A. (Film Studies)	3		

Note 1	Italics implies new	Programme Level	Code	Italics implies new	let odd number denote semester 1 ;even number denote semester 2
		Certificate	C		
		Diploma	D		
		Undergraduate degree	B		
		Postgraduate Diploma	G		
		Master degree	M		
		Doctor of Philosophy	P		
		Short Courses	S		

For each programme by level by semester :

Note 2 We should categorise all programme units taught as

1	Compulsory /core for the programme	offered by the department/School owning the programme
2	Compulsory /core for the programme	offered by an associate department
3	Compulsory /core for the programme	offered by a service department
4	compulsory /common across university	common units across all degree programmes
5	electives	offered by the department/School owning the programme
6	electives	offered by an associate department
7	electives	offered by a service department

Note 3

Coding of legacy Maseno programmes   ?????

Note 4   Develop a CODE BOOK for all programmes offered by every School and its departments from Certificate to PhD

SECTION VII- STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.

2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3

3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modifies accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.

4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.

5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

List of Standard forms

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form
9. .Letter of Notification of Award

FORM OF TENDER

Date_____

Tender No._____

To……………………..

…………………………..

[Name and address of procuring

entity] Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos……………………….*[insert number],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide………………………………….. *[description of services]* in conformity with the said tender documents for the sum of …………… *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _ percent of the Contract Price for the due performance of the Contract, in the form prescribed by……………………………… (*Procuring entity).*

4. We agree to abide by this Tender for a period of ……………………. *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated   this   _____   day   of   _____20…..

[signature]   [in the capacity of]

Duly authorized to sign tender for and on behalf of_____

PRICE SCHEDULE OF SERVICES

Name of Tenderer _____**Tender Number**_____. **Page** _____**of** _____.

1	2	3	4	5	6	7
Item	**Description**	**Quantity & quality**	**Duration**	**Unit Price**	**Total Price** EXW per item (cols. 4x5)	**Unit Price of other incidental services payable**

Total Sum of the Tender (All the Total prices above, inclusive of Incidental costs and all applicable taxes) Kshs. …………………………………………

In Words: …….

………..

Signature of tenderer _____

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

CONTRACT FORM

THIS AGREEMENT made the ___day of _____20____between…………[name of procurement entity] of ………………[country of Procurement entity](hereinafter called "the Procuring entity") of the one part and ……………………[name of tenderer] of ……….[city and country of tenderer](hereinafter called "the tenderer") of the other part.

WHEREAS   the procuring entity invited tenders for certain materials and spares. Viz……………………..[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the spares in the sum of ………………………………………[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1.   In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
      (a)   the Tender Form and the Price Schedule submitted by the tenderer;
      (b)   the Schedule of Requirements;
      (c)   the Technical Specifications;
      (d)   the General Conditions of Contract;
      (e)   the Special Conditions of Contract; and
      (f)   the Procuring entity's Notification of Award.

3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract

4.   The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the_____ (for the Procuring entity)

Signed, sealed, delivered by_____ the _____ (for the tenderer) in the presence of_____.

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………………………..

TENDER SECURITY FORM

Whereas ……………………………………..[name of the tenderer] (hereinafter called "the tenderer")has submitted its tender dated ……………….. [date of submission of tender] for the provision of ……………………………………………. [name and/or description of the services] (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……………… [name of procuring entity](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 arnouut 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)

PERFORMANCE SECURITY FORM
To: ……………………………………………………………………….. [name of the Procuring entity]
WHEREAS……………………………….[name of tenderer] (hereinafter called "the tenderer")
       has undertaken, in pursuance of Contract No.__[reference number of the contract] dated _20____to supply……………………………………………………………….. [Description services](Hereinafter called "the contract") AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with *a* bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ………………………………………………………………. *[amount of the guarantee in words and figures],*

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ……………………….. *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ……………day of ……………………………… 20……….

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To…………………………
[name of tender]……………………………………

Gentlemen and/or
Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

………………………………………………………………
[name and address of tenderer][hereinafter called "the tenderer"] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of ………………………………………………………………
……………………………………………………………………………… *[amount of guarantee in figures and words].* We, the ………………………………………………………………………………

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding …………………………
………..*[amount of guarantee in figures and words].*

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until *[date].*

Yours
truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

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

EVALUATION CRITERIA

The evaluation shall be carried out in four Sages:

a) Mandatory Requirements

The Mandatory requirements shall be as follows:

1. Must be a registered Company, licensed to provide the services tendered for. (Certificate of Incorporation must be attached)
2. Must have been in existence for a minimum of Five Years as a registered Company.
3. Must have carried out at least three (3) similar assignments. (Evidence must be attached including copies of certificates of completion)
4. Authorized vendors of the Software if different from the bidder. (Attach copy of vendor License)
5. Duly filled Business Questionnaire
6. Bid Bond(2% of the Bid amount) valid for 120 days from the date of Tender Opening
7. PIN/VAT Certificate
8. Certificate of Tax Compliance
9. One Original and 2 copies of both the Technical and Financial proposals.
10. Any other requirement stipulated in the Tender Advertisement
11. Audited Accounts for the last 3 Years, (2017/2018, 2016/2017 and 2015/2016).
12. All pages must be serialized/ paginated.

b) Technical Evaluation

The Technical Evaluation shall account for 80% of the score.

The Technical Evaluation shall be carried out as follows:-

ITEM	DESCRIPTION	Max Points
A	**Proven experience of the firm in implementation of relevant projects.**	**15 Points**
	A1. Experience in the implementation of ERP, especially the proposed solution in an Institution of Higher Learning (1 point for each project up to a maximum of 5 projects):	*5*
	A2. For each of the above five (5) projects, state whether it has been deployed: • Nationally (2 points) • Regionally (2 points) • Internationally (1 point) **NOTE: Propose one of the relevant installations (mentioned above) for a site visit by JOOUST.**	*5*

	A3. Firms years of Experience in Similar Works • 5-10 years(3 points) • 10-15 Years (4 Points) Above 15 Years (5 Points)	*5*
B	**Staff qualifications and experience in implementation of similar projects especially the proposed solution** ***(Attach CV's of Team lead and at least four (4) key project implementation members.)***	**28 Points**
	B1. Project/ Team Leaders experience in managing projects of Similar size and magnitude. Below 5 Years (3 Points) • 5 to 10 Years (4 Points) • Above 10 Years (5 Points)	*5*
	B2. Staff, (Other 3 proposed staff) experience in implementing ERP solution in a similar environment (preferably institution of higher learning). **Scores per staff** • Below 5 Years (1 Points) • 5 to 10 Years (2 Points) Above 10 Years (3 Points)	*9*
	B3. Project/ Team Leader Academic Qualifications • Relevant Degree and Above (3 Points) **or** • Relevant Higher Diploma (2 Points) • Other relevant Certifications (2 points)	*5*
	B4. Other proposed **three** staff academic Qualifications **Scores per staff**: • Relevant Degree and Above (2 Points) **or** • Relevant Higher Diploma (1.5 Points) • Other relevant Certifications (1 Point)	*9*
C	**Compliance with required scope of ERP/ Understanding of JOOUST requirements**	**40 Points**
	C.1. Replicate and Enhance Legacy functionality, see *Appendix 1 Legacy ERP Specifications* (2012) for details:	**10**
	C.1.1. Provision of a web-based ERP with enhanced features and functionally underpinned by a system software architecture (application and database)	*2.5*
	C.1.2. Data Migration	*2.5*

	C.1.3. Integration with **upgrades** of Legacy Finance Information Management subsystem Sage Modules Clientcare **Or Equivalent Provision**	*2.5*
	C.1.4. Provision of **Enhanced Academic Management Information sub system** modules as specified in *Appendix 1, Legacy ERP Specifications* (2012) *section II subsection B Registry 1-12*, **reconfigured**	*2.5*
	C.2. Provision of	**27.5**
	C.2.i) Human Resource Information Management subsystem comprising *inter alia* the following modules/functionality: (i) Employee Master file Definitions (ii)Leave Management (iii) Payment and Deductions (iv) Payroll Management (v)Loans and Savings (vi) Training and Development Administration (vii) Report designer and Writer (viii) Statutory and Ad hoc reports See Appendix 1, section N for detailed functionalities.	*6*
	C.2.ii) Workflow module	*2*
	C.2.iii) Portals and Apps	*2*
	C.2.iv) Payment and Receipting Gateways	*2*
	C.2.v) Biometrics and integration with modules	*2*
	C.2.vi) Reports Designer and Writer	*2*
	C.2.vii) Training	*3.5*
	C.2.viii) Documentation	*2*
	C.2.ix) Installation and Testing	*2*
	C.2.x) Implementation Services on existing Platforms and Infrastructure	*2*
	C.2.xi) Support	*2*
	C.2.i) Software Licenses	**2.5**
D	**Work plan and Methodology/Design**	**13 Points**
	D1. Work plan Presentation: Project plan to include time frames, deliverables, milestones, manpower requirements e.t.c	*2*
	D2. Proposed completion dates being within the timelines provided in the bid document	*1*

	D3. Methodology/Design **D3.1 Provision** of the system software architecture (Application and database) **Featuring** (i) modularity , (ii) integrability with Sage 300 ERP, (iii) stability, (iv) robustness, (v) scalability, (vi) definable granularity preferably fine grain, (vii) security, and (viii) user friendliness by design. Technical drawings in lieu must be provided, *see D 3.2*	*5*
	D3.2. Technical Drawing/Design All relevant Technical Drawings and Designs must be provided	*5*
E	**Proof of Financial stability**	**4 Points**
	1. Liquid assets, access to lines of credit or other financial resources	*2*
	2. Evidence of profit making in the attached 3 years audited accounts.	*2*
	TOTAL	**100 Points**

The Cut off points for the Technical Score is 75%. Only the bidders who shall score above 75% in the Technical score shall proceed for Financial Evaluation.

c) Financial Evaluation (Shall Account for 20% of the total Score)
The formula for the Financial score will be:
   Sf = 100 x Fm/F
in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

TOTAL SCORE
The weights given to the technical and Financial Proposals are: **T= 0.8; P= 0.2**
Where *T* is the weight given to the Technical Score while, P is the weight given to the financial score. Thus *T + P = 1.*

The Total Score shall be a combination of the Technical and the Financial Score

d) Post- Qualification

Jaramogi Oginga Odinga University of Science and Technology shall contact the Referees or visit the Referees to confirm the performance of the installed software.

The bidder with the highest combined score after confirmation of the performance from the referees will be awarded the Tender.