

SUMMARY REPORT

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PRESENTED TO

DYNASOFT BUSINESS SOLUTIONS LTD
WEST END PLACE, 3rd FLR, OFF LANGATA ROAD
P.O. BOX 3209-00506 NAIROBI, KENYA

PREPARED BY:

SHAWN MBUVI
WEB DEVELOPER
DYNASOFT BUSINESS SOLUTIONS LTD
WEST END PLACE, 3rd FLR, OFF LANGATA ROAD
P.O. BOX 3209-00506 NAIROBI, KENYA



Friday, November 22, 2019

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The following table gives a summary of tasks, activities and areas that have been covered.

Module	SUB_MODULE	Specifications	LEAD USERS	Comments	Date
PREQUALIFICATION	Supplier Registration	<ul style="list-style-type: none">Bidder selects Type of Profile (Individual or Company)Complete Company or Individual profile Details (Addresses, company)Bidder Able to manage their accounts (Update their profile)Ability to view all supplier/Product that have been prequalified for the current financial yearAbility to download relevant prequalification/tendering DocumentFill in relevant online Bidding/tendering detailsUpload supporting Documents	YASMIN		
REQUEST FOR QUOTATIONS	Open RFQs	<ul style="list-style-type: none">Supplier is able to view all Open RFQs that are in their supplier categories.	YASMIN		

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		<ul style="list-style-type: none"> Supplier is able to drill down to View the quotation details. 			
	Application for Quotation	<ul style="list-style-type: none"> Supplier is able to view all Open RFQs that are in their supplier categories. Suppliers able to drill down to View the quotation details. Suppliers is able to select item to apply for, key in the quantity to supply, enter unit price for the item and submit the application. Supplier is able to attach required documents against RFQ application made Supplier is able to check their attached documents and re-upload if they wish to do so. 	YASMIN		
	Applied and Awarded RFQs	<ul style="list-style-type: none"> Supplier is able to view and track applied RFQ items and see if they were successfully awarded or not. 			

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TENDERING	Tender Application	<ul style="list-style-type: none"> ✚ Bidder can view tenders open for application, select a tender, fill in bid amount and submit. ✚ Bidder is able to upload and submit tender document and other supporting documents as required by Nacosti ✚ Bidder is able to check uploaded documents and re-upload if they wish to do so. 	YASMIN		
	Applied and awarded tenders	<ul style="list-style-type: none"> ✚ The bidder is able to view and track their tender applications. 			
FEEDBACK AND CLARIFICATIONS	Questions Asked	<ul style="list-style-type: none"> ✚ Users are able to communicate using the portal by submitting questions to Nacosti for clarifications. ✚ Users/bidders are able to get feedback and view their answered questions. 	YASMIN		
E-PROCUREMENT ADMIN PORTAL	Registration and Login	<ul style="list-style-type: none"> ✚ Nacosti users can create admin accounts on the portal to manage bidders 	YASMIN		

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		and supplier applications			
	View Suppliers	<ul style="list-style-type: none">User is able to view all suppliers that are in the system.They can also be able to view supplier and bidder registrations and applications.	YASMIN		
	View Applications	<ul style="list-style-type: none">Users are able to see all the applications, drill down on one single application to view and review the application and attached documents	YASMIN		
	Respond to Asked questions	<ul style="list-style-type: none">Users/admins are able to respond to asked questions and feedbacks by suppliers	YASMIN		

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