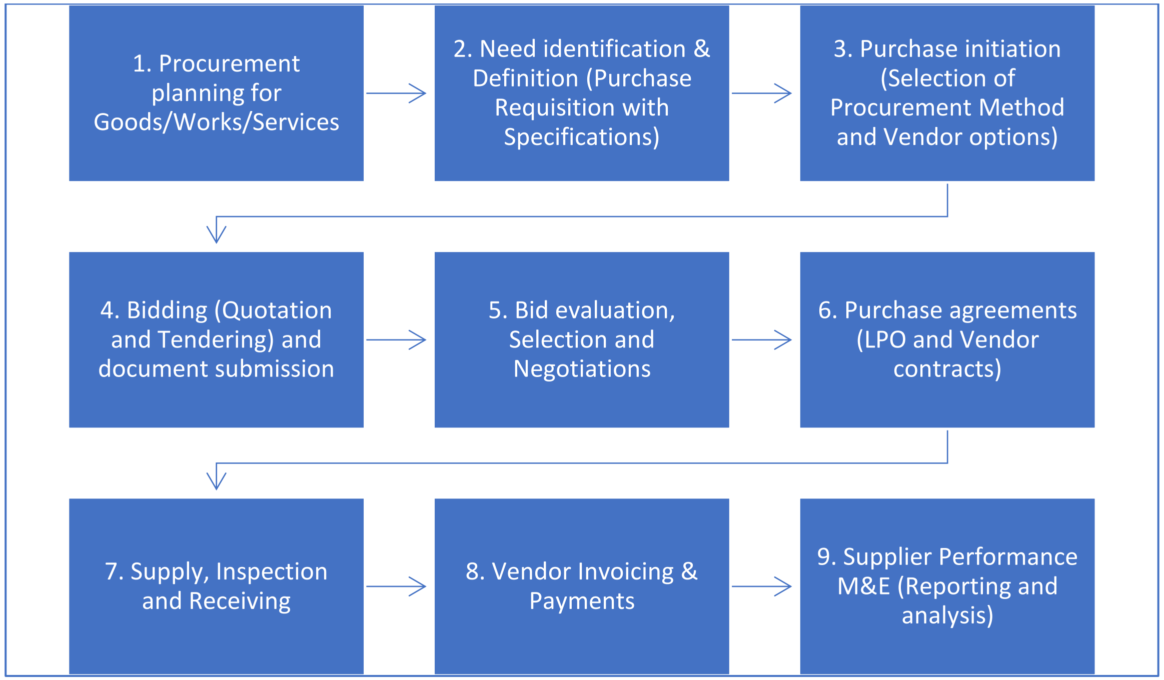
SYSTEM DESIGN & SOLUTION BLUEPRINT FOR THE PROCUREMENT & SOURCING MODULE (P&SM)

Introduction: Procurement and Sourcing Module

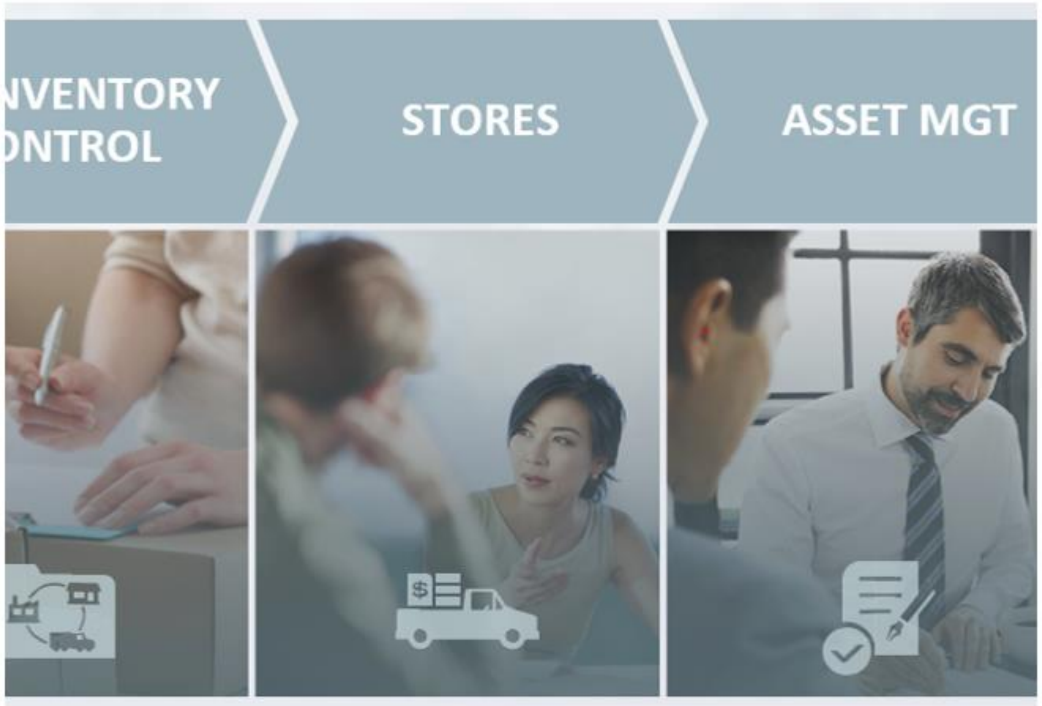
The Procurement & Sourcing Module (P&SM) has been designed to handle the business functions of the Procurement department, as guided by the Public Procurement and Asset Disposals Act (PPADA 2015-Revision Edition of 2016). The high-level business processes to be supported on the module are summarized as follows:



Section A: Procure-To-Pay Cycle

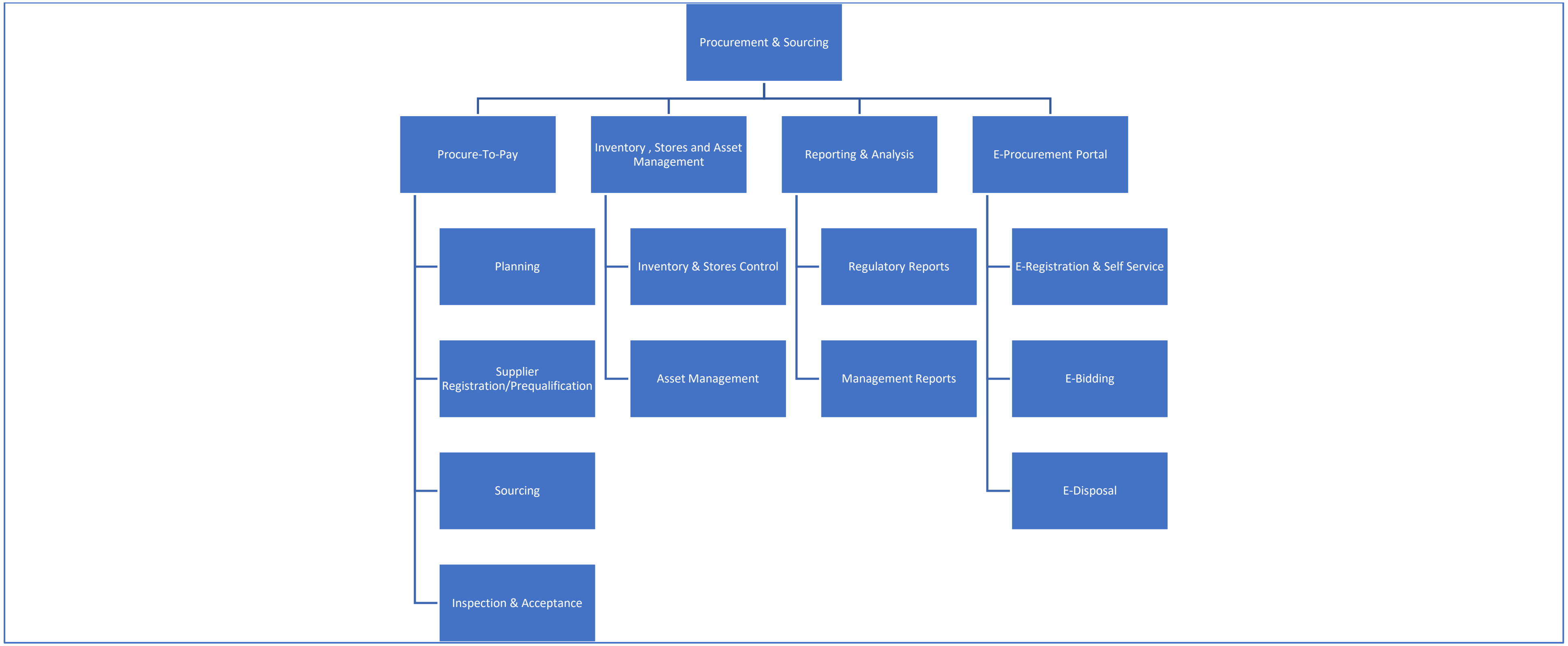
- Manage Suppliers-Registration & Prequalification
- Procurement Planning-Aligned to Budgets & Workplans
- Sourcing-Purchase requisitions, Invitation For Supply, Bid Response, Evaluation & Selection, Negotiations, Professional Opinion, Award Notice and Purchase Agreements
- Inspection & Acceptance-I&A Invitation
- Payments-Supplier invoicing and payments

Section B: Inventory, Stores and Asset Management (ISAM)

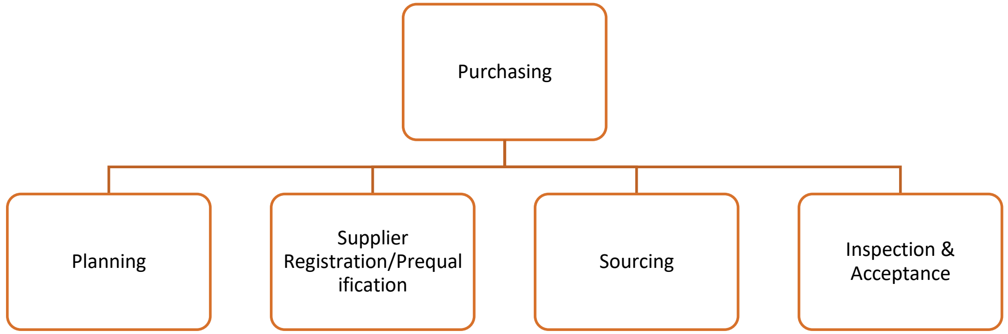


- Ensure that all Receipts for goods, works and services are linked to an Inspection and Acceptance certificate to confirm that the quality and quantity certification/verification has been done.
- Define SKUs such that Items are linked up to specific Locations (aligned to Responsibility Centers).
- Stock reorder levels to be maintained on the system to ensure that optimal stocks that support operations are maintained to avoid un-profitable fund lock-up.
- Periodic stock takes (e.g. on a quarterly and annual basis) to be done to verify physical stock quantities against system quantities and ensure compliance with the inventory control regulations (To check against deterioration and overstocking).
- Store requisitions to be used to handle the request, approval and issuance of inventory items from the Store.
- To maintain a fixed asset register for all acquired assets that have been inspected and accepted. Each fixed asset shall have its useful lifespan defined as per policy guidelines before consideration of disposal can be done.

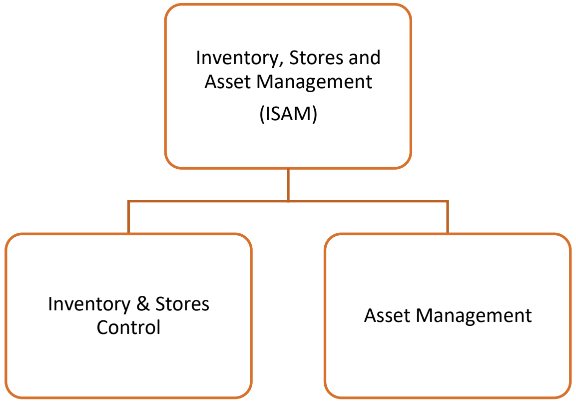
The module has been structured to manage the following 4 key functions:



The P&SM has been designed to handle the following key business processes:

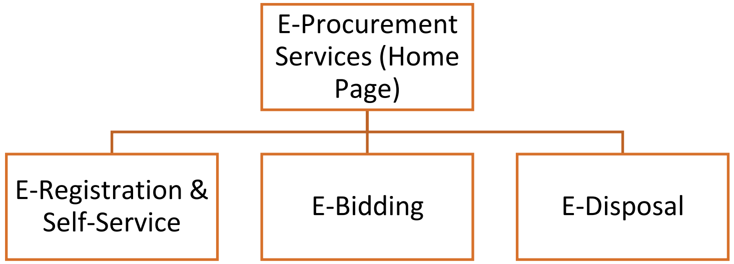
Sub-Module	**Description**	**High-level solution capabilities**
1. Procure-To-Pay (Purchasing)	The module handles the entire procure-to-pay (P2P) cycle that covers planning, vendor qualification, requisition management, sourcing, contracting (purchase agreements), receiving & inspections and payables management (supplier invoicing). The payment process is triggered through the Finance module of the ERP.	 • Planning-This shall primarily support preparation of the Procurement Plan. • Supplier registration-This focuses on the registration of all current and potential suppliers, to ensure that the procuring entity has all the necessary information of all the vendors to enable the organization to handle the entire procure-to-pay cycle. The system has been designed to have an E-prequalification/registration self-service functionality for existing and potential suppliers. • Sourcing-The procurement process is initiated when a purchase requisition note (PRN) has been raised on the system and approved against available funds/approved procurement plan entry. The PRNs are raised by the users and classified into Goods, Service and Work categories. The system shall support basic PRNs and Special PRNs (That include detailed Specifications summary). The sourcing process shall be initiated by the Procurement function through allocation of the applicable procurement method (e.g. RFQ, RFP, Low-value purchases, Direct procurement etc). The sourcing process will include invitations for supply (e.g. Invitation For Tender, Request for Quotation, Request for Proposals etc), submission of bids/responses against the

		invitation, bid evaluation, post-qualification activities (e.g. due diligence checks), vendor selection, generation of professional opinion, award notification, negotiations and purchase agreement/contract execution. The E-bidding portal shall be used to handle the external supplier interactions during the sourcing process. • Inspection and Acceptance-Once goods, services and works have been delivered or completed, the inspection and acceptance process is done by a select inspection & acceptance committee. The inspection focuses on ensuring that the quality and quantity parameters of delivered goods, services or works are as per the expected standards or contractual requirements. NB: After inspection and acceptance, the procurement function is generally mandated to receive vendor invoices (e.g. hard copy or email supplier invoices) which should be booked on the system to initiate the payable management process on the ERP. 
2. Inventory, Stores and Asset Management (ISAM)	The ISAM sub-module handles the inbound, internal and outbound store operations of the organization as well as the acquisition,	The ISAM sub-module has been designed to support the following key business objectives: • Ensure that all Receipts for goods, works and services are linked to an Inspection and Acceptance certificate to confirm that the quality and quantity certification/verification has been done. • Define SKUs such that Items are linked up to specific Locations (aligned to Responsibility Centers).

	recording and disposal of assets.	• Stock reorder levels to be maintained on the system to ensure that optimal stocks that support operations are maintained to avoid un-profitable fund lock-up. • Periodic stock takes (e.g. on a quarterly and annual basis) to be done to verify physical stock quantities against system quantities and ensure compliance with the inventory control regulations (To check against deterioration and overstocking). • Store requisitions to be used to handle the request, approval and issuance of inventory items from the Store. • To maintain a fixed asset register for all acquired assets that have been inspected and accepted. Each fixed asset shall have its useful lifespan defined as per policy guidelines before consideration of disposal can be done. 
3. Reporting & Analysis	The procurement analysis and reporting module provides both statutory and management reports applicable to all the functions.	• Regulatory reports-Key template-based regulatory reports have been designed on the system. The PPRA reports have been designed as follows: o General procurement transaction reports a) Terminations of Procurement and Asset Disposal Proceedings b) Direct procurements of a value exceeding Kshs. 500,000/=. c) Disposal of public asset(s) to employees. d) Contract awards e) Contract Amendment/Variation

		f) Report on seeking approval for use of Alternative Selection Method other than QCBS for Consultancy services o Preferences and reservations scheme reports a) Report on all contract awards where Preferences and Reservation schemes are applied b) Six (6) Months report on Preferences and Reservation of contracts awarded to Youth, Women and Persons with Disability. c) Part of Annual Procurement Plan demonstrating procurements set aside under the Preference and reservation scheme • Management reports o Inventory Reports a) Inventory List b) Inventory Valuation c) Inventory Transaction Detail d) Inventory Vendor Purchases o Vendor Reports a) Vendor List b) Vendor-Top 10 List c) Vendor Detailed Trial Balance (Statement) d) Vendor/Item Purchases o Purchasing Reports a) Purchase Statistics o Fixed asset reports a) FA Analysis b) FA Acquisition List c) FA Book Value 01

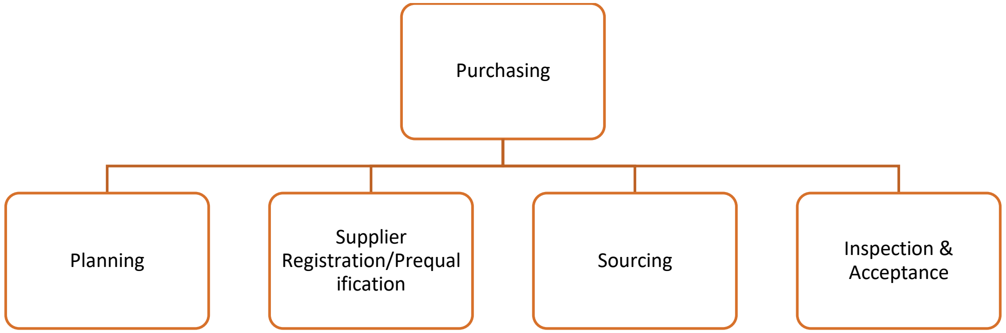
		
4. E-Procurement Portal	An online portal has been designed to handle E-Registration & Self Service, E-bidding and E-Disposal processes that are fully integrated to the Procurement and Sourcing module (P&SM) of the ERP.	• E-Registration & Self-Service-This portal enables both existing and potential suppliers to self-register online by proving critical company information and attachment of required registration documents. Authorized portal users of existing vendors can perform supplier self-service activities such as access to help desk, access to vendor account statement, processing of endorsements and lodgement of complaints/inquiries. • E-bidding-This portal enables both existing and potential suppliers to view all invitations for supply, download tender documents, complete key tender submission information and attachment of any bid documents depending on the bid type (sealed or unsealed). Bidders are also able to view the verdict of their bid (Won/Lost) and access to any award notices or agreements (For won opportunities). • E-Disposal-This portal enables the procuring entity/organization to publish all asset disposal tenders and the applicable disposal method (e.g. public tender or public auction). Bidders (Potential customers) can then submit their bids for the assets being disposed.

		E-Procurement Services (Home Page) E-Registration & Self-Service E-Bidding E-Disposal

1. DETAILED DESIGN FOR THE PURCHASING SUBMODULE

1.1. OVERVIEW OF THE PURCHASING SUB-MODULE

The Purchasing sub-module handles the procurement planning, vendor registration, sourcing, acceptance and inspection and payable initiation processes for the delivery of goods, works and services. This sub-module has been designed and structured into the following high-level functional areas on the ERP:



Functionality	Description
a) **Planning**	• This shall primarily support preparation of the Procurement Plan (PP). • The annual PP is aligned to the approved financial budget and is done at the commencement of the financial year.
b) **Supplier Registration**	• This focuses on the registration of all current and potential suppliers, to ensure that the procuring entity has all the necessary information of all the vendors to enable the organization to handle the entire procure-to-pay cycle. The system has been designed to have an E-prequalification/registration self-service functionality for existing and potential suppliers
c) **Sourcing**	• The procurement process is initiated when a purchase requisition note (PRN) has been raised on the system and approved against available funds/approved procurement plan entry. The PRNs are raised by the users and classified into Goods, Service and Work categories. The system shall support basic PRNs and Special PRNs (That

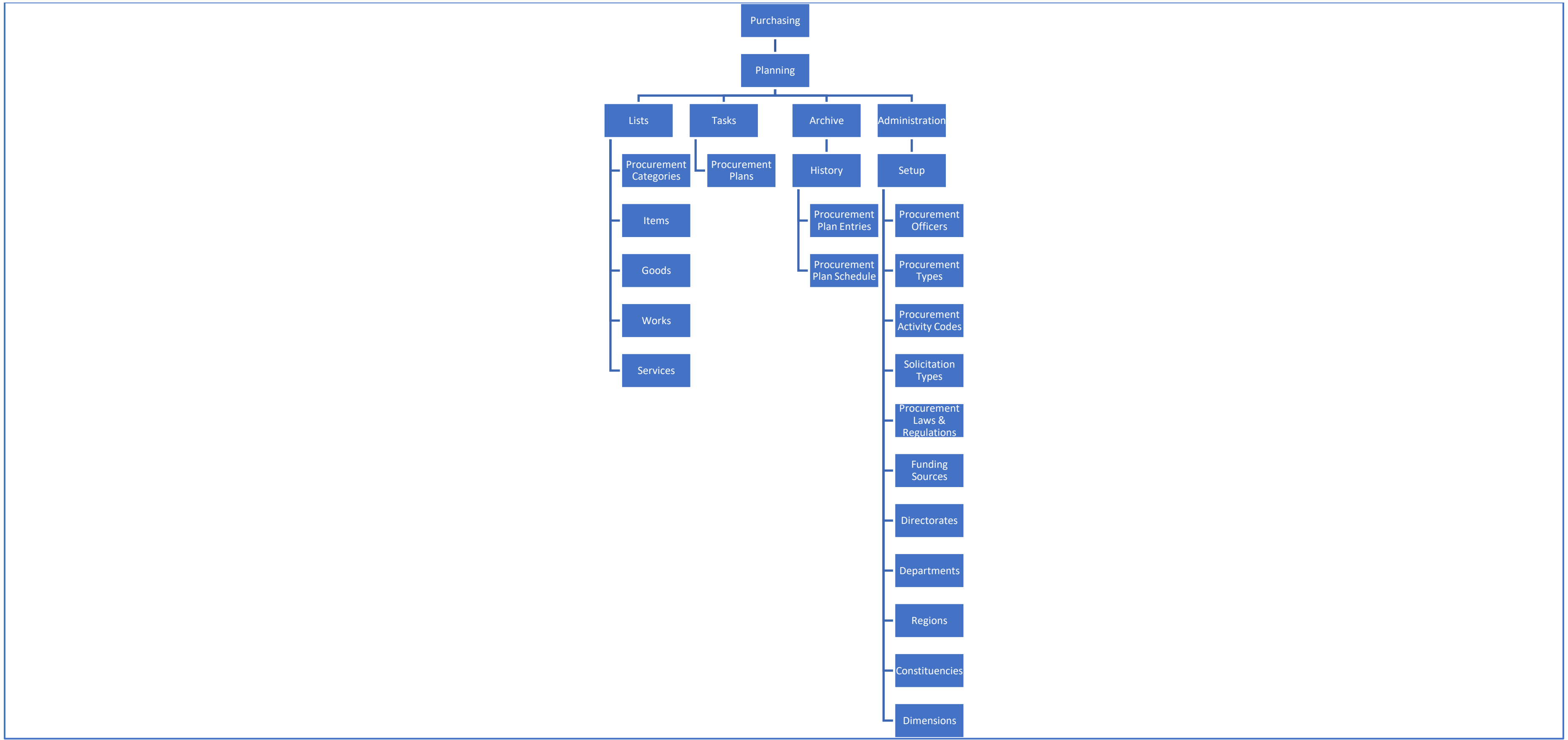
	include detailed Specifications summary). The sourcing process shall be initiated by the Procurement function through allocation of the applicable procurement method (e.g. RFQ, RFP, Low-value purchases, Direct procurement etc.). The sourcing process will include invitations for supply (e.g. Invitation For Tender, Request for Quotation, Request for Proposals etc.), submission of bids/responses against the invitation, bid evaluation, post-qualification activities (e.g. due diligence checks), vendor selection, generation of professional opinion, award notification, negotiations and purchase agreement/contract execution. The E-bidding portal shall be used to handle the external supplier interactions during the sourcing process.
d) Inspection and Acceptance	• Once goods, services and works have been delivered or completed, the inspection and acceptance process is done by a select inspection & acceptance committee. The inspection focuses on ensuring that the quality and quantity parameters of delivered goods, services or works are as per the expected standards or contractual requirements. NB: After inspection and acceptance, the procurement function is generally mandated to receive vendor invoices (e.g. hard copy or email supplier invoices) which should be booked on the system to initiate the payable management process on the ERP.

1.2. DETAILED DESIGN OF THE PURCHASING SUB-MODULE

The section below summarizes the detailed design (navigation design, relational database design and control design) for the Purchasing submodule of the P&SM:

1.2.1. Detailed design for the Procurement Planning Functionality

1.2.1.1. Navigation design for the Procurement planning functionality

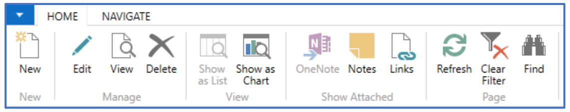


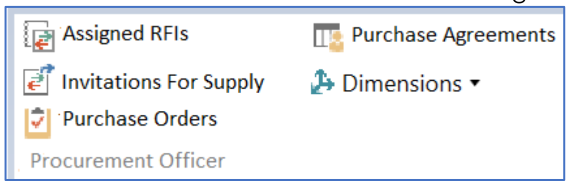
Navigation summary for the Procurement planning functionality		
Functionality	**Description and Table relations**	**Applicable Controls/Filters**
a) Procurement Categories	A list of all the Procurement categories setup in the system. Linked to *Procurement Categories* Table	Filter Active procurement categories only
b) Items	A list of all the inventory setup on the system. Linked to the *Items* Table.	Use master/default item list
c) Goods	A list of all Items classified as Goods (Linked to *Items* Table	Filter Items where: Type::Inventory/Non-Inventory
d) Works	A list of all Projects classified as Planned or Ongoing works. This is linked to the Jobs Table	Filter Planned and Ongoing Jobs such that: Jobs.Status::Planning/Open
e) Services	A list of all services that are planned for procurement. This is linked to the Items Table	Filter Items where: Item.Type::Service
f) Procurement plans	A list of all procurement plans created on the system (Linked to Procurement Plan table)	None
g) Procurement Plan Entries	Un-editable list of all procurement plan entries (Linked to Procurement Plan Entry Table)	None
h) Procurement Plan Schedule	Un-editable list of all planned and actual schedule (Duration in Days and dates) of all procurement activities as mapped to each PP entry (Linked to PP Purchase Activity Schedule Table).	None
i) Procurement Officers	A list of all procurement officers that are authorized to handle procurement and sourcing activities on the system. (Linked to T13)	Filter list where Role type::Procurement Officer
j) Procurement Types	A setup list for the different procurement types, namely Goods, Works and Services, that can be procured by an organization	None
k) Procurement Activity Codes	A setup list of all procurement activities that have to be done during the procure-to-pay cycle. These activity codes are used to develop the procurement plan schedule and used in tracking the actual duration of each activity once the procure-to-pay execution begins.	None
l) Solicitation Types	A setup list of all solicitation types and their mappings to the procurement methods, procurement types and procurement activity codes. The Solicitation Types are a setup that defines the procurement procedure that can be adopted by the organization for a given transaction. Instead of just defining the procurement method, the solicitation type extends the capability of the system to allow for definition of variants of a given procurement method (e.g. Open tender procurement method can be split into two different solicitation types, namely Local Open Tenders and International Open Tenders.	None

m) Procurement laws and regulations	A register that allows procurement teams to create, view or modify the different procurement laws, regulations and policies that are referred to during the procure-to-pay cycle.	None
n) Funding sources	A list of all funding sources (e.g. GoK/Exchequer, Donor Funds, Grants etc.) that have been setup.	None
o) Directorates, Departments/Regions	A list of the key Responsibility centers that are used during the procurement and sourcing process (e.g. during planning, purchase document processing etc.)	None
p) Constituencies	A list of all constituencies and their mappings to Counties and Regions. This setup is critical when managing the procurement plan for works/projects that have to be budgeted for and implemented at the constituency level e.g. Road projects	None
q) Dimensions	A list of all dimensions that have been setup across the system (Usually done by Finance) to manage financial reporting and data mappings (e.g. at Procurement plan level and when processing purchasing documents)	None

1.2.1.2. Detailed relational and control design for the Procurement planning functionality

The section below summarizes the relational model and control design for the Procurement planning functionality of the P&SM:

<table>
<tr><th>Requirement ID</th><th>Requirement Description</th><th>Category</th><th>Database Design Approach</th><th>Control Design Approach</th></tr>
<tr>
<td>PUR-SETUP-001 Procurement Officers</td>
<td>Ability to setup all authorized purchasing officers and assign them to the default Responsibility centres and dimensions</td>
<td>Customization</td>
<td>
<u>Business Process</u>
All Purchasing Officers should be setup on the system and assigned their relevant RCs and dimensions before they can handle any procure-to-pay activities.
<u>Procurement Officers Card</u>
The Procurement Officers shall be created on the Salesperson/Purchaser Table (T13).
<table>
<tr><th>Code</th><th>Employee No</th><th>Name</th><th>Job Title</th><th>Phone No.</th><th>Email</th><th>Directorate</th><th>Department</th><th>Region</th><th>Role Type</th><th>Employee Status</th><th>Blocked</th></tr>
<tr><td>AH</td><td>STAFF63778</td><td>Annette Hill</td><td>Procurement Officer 1</td><td>07235636738</td><td>AH@contoso.com</td><td>DCS</td><td>PROC</td><td>HQ</td><td>Procurement Officer</td><td>Active</td><td>No</td></tr>
<tr><td>BD</td><td>STAFF63779</td><td>Bart Duncan</td><td>Procurement Officer 2</td><td>020456342</td><td>BD@contoso.com</td><td>DCS</td><td>PROC</td><td>MSA</td><td>Procurement Officer</td><td>Active</td><td>No</td></tr>
<tr><td>DC</td><td>STAFF21780</td><td>Debra L. Core</td><td>Procurement Officer 3</td><td>07216478835</td><td>DC@contoso.com</td><td>DCS</td><td>PROC</td><td>KSM</td><td>Procurement Officer</td><td>Active</td><td>No</td></tr>
</table>
Key fields included are: Code (Primary key), Name, Employee No (Linked to Staff Table), Phone No., Email, Directorate (Linked to Responsibility Center Table with filter for Directorates), Department (Linked to Responsibility Center Table with filter for Departments), Regions (Linked to Responsibility Center Table with filter for Regions), Role Type (Shall be set to Procurement Officer), Employee Status (Un-editable look-up field that links to Employee Table), Blocked (To track active and blocked purchasers/procurement officers) etc.
</td>
<td>
Procurement Officer Card=>Home
The default HOME Tab shall be structured as follows:


Procurement Officer Card=>Navigate
The NAVIGATE Tab shall contain the following:


Dimensions-Used to map the Purchaser to their default dimensions
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</table>

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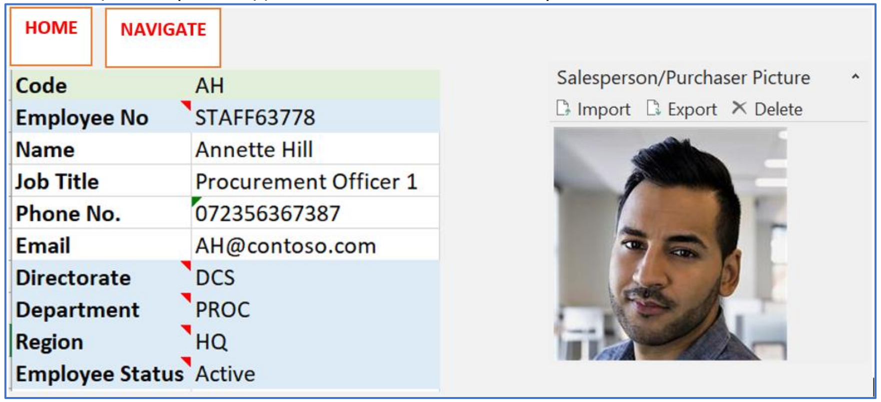
A separate Procurement Officer Card shall be designed on the system (Role Type: Procurement Officer):


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Assigned RFIs-Filters applied to the Request For Information Table
Assigned Invitations For Supply-Filters applied to the Invitation For Supply Table (Currently using the Purchase Codes Table)
Assigned Quotes- Linked to Purchase Header Table (T38) with appropriate Document type filter (Document Type::Quote)
Assigned Purchase Orders- Linked to Purchase Header Table (T38) with appropriate Document type filter (Document Type::Order)
Assigned Purchase Agreements- Linked to Purchase Header Table (T38) with appropriate Document type filter (Document Type::Blanket Order)

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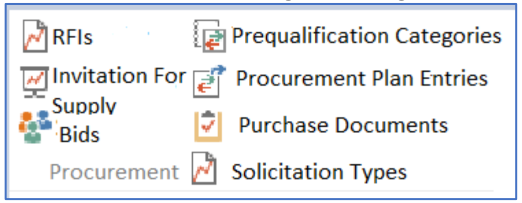
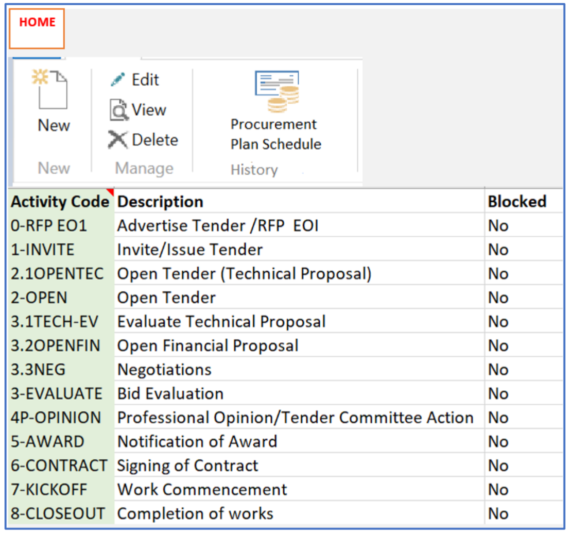
<tr>
<td>PUR-SETUP-002 Procurement Types</td>
<td>Ability to setup the Goods, Works and Services as Procurement Types with quick navigation to summary statistics for each Type</td>
<td>Customization</td>
<td>
<u>Business Process</u>
Each procurement planning entry, prequalification category, sourcing procurement activity (e.g. Request for Information, Invitation for Supply, Submitted bids etc) and key procurement source documents (e.g. Quotes, POs, Purchase Agreements, Return Orders etc) shall be linked to the primary procurement types for better tracking and reporting.
<u>Procurement Type Table</u>

It shall be used to setup the main Procurement Types.
Key fields include Code (Primary key), Description and Blocked (In case the user wants to block a given Type).
The Procurement Types List Page shall be used to view all the Types:

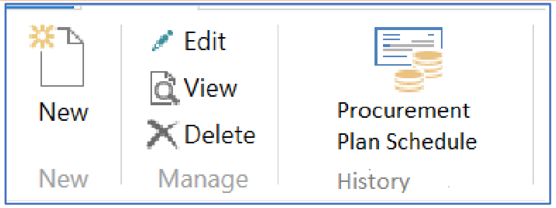
<table>
<tr><th>Code</th><th>Description</th><th>Blocked</th></tr>
<tr><td>GOODS</td><td>Procurement of Goods</td><td>No</td></tr>
<tr><td>WORKS</td><td>Procurement of Works</td><td>No</td></tr>
<tr><td>SERVICES</td><td>Procurement of Services</td><td>No</td></tr>
</table>
</td>
<td>
<u>Procurement Types List Page=>Navigate</u>


RFIS-Lists all Request for Information documents (Linked to Request For Information Table) that have been assigned a given Procurement Type.
Invitation For Supply-Lists all IFSs (Linked to Purchase Code Table) that have been assigned a given Procurement Type.
Bids-Lists all submitted bids that have been linked to a given procurement type. This is mapped to the Submitted Bids Table.
Prequalification Categories-Lists all prequalification categories that fall

</td>
</tr>
</table>

				under a given Procurement Type (Linked to Prequalification Category Table) • Procurement Plan Entries-Lists all PP lines mapped to a given Procurement Type (Linked to Procurement Plan Line Table. • Purchase Documents-Lists all Purchase Documents (e.g. Quote, Order, Return Order etc) linked to a given Procurement Type (Linked to Purchase Header Table) • Solicitation Types-Used to show the different solicitation types (procurement methods) linked to a given procurement type (Linked to Solicitation Procurement Type Table)
PUR-SETUP-003 Procurement Activity Codes	Ability to setup the different Procurement activity codes and map them to each solicitation type to support the preparation of the draft procurement plan schedule	Customization	**Business Process** • The procurement planning process requires the planner to define a schedule of all procurement activities that shall be done from the initiation, sourcing and fulfilment of the purchase cycle, based on the selected solicitation type (and procurement method). • Each solicitation type has the default activity codes mapped to it to enable the planner to quickly generate a draft schedule of each PP entry. • Example 1: The tendering process generally includes the following key procurement activities that have to be setup under the solicitation type window: Invite Tender, Open Tender, Bid Evaluation, Professional Opinion (Tender Committee Action), Notification of Award, Signing of Contract, Work Commencement and Completion of Works. • Example 2: The RFP process generally includes the following key procurement activities that have to be setup under the solicitation type window: Advertise Tender /RFP EOI, Invite Tender/ Issue RFP, Open Tender/ Technical Proposal, Process/ Evaluate Proposal, Open Financial Proposal, Negotiation, Tender committee Approval/ Award, Notification of Award, Contract Signing, Work commencement and Completion of Services. **Procurement Activity Code Table** • This table is used to setup all procurement activity codes that shall then be mapped to each solicitation type. • The key fields include Code (Primary key), Description and Blocked	**Procurement Activity Code List Page** 

Activity Code	Description	Blocked
0-RFP EO1	Advertise Tender /RFP EOI	No
1-INVITE	Invite/Issue Tender	No
2.1OPENTEC	Open Tender (Technical Proposal)	No
2-OPEN	Open Tender	No
3.1TECH-EV	Evaluate Technical Proposal	No
3.2OPENFIN	Open Financial Proposal	No
3.3NEG	Negotiations	No
3-EVALUATE	Bid Evaluation	No
4P-OPINION	Professional Opinion/Tender Committee Action	No
5-AWARD	Notification of Award	No
6-CONTRACT	Signing of Contract	No
7-KICKOFF	Work Commencement	No
8-CLOSEOUT	Completion of works	No



- *Procurement Plan Schedule*-It is used to list the planned and actual schedule, in terms of duration (days) and dates, assigned to each procurement plan entry. It is linked to the PP Purchase Activity Schedule Table.

Procurement Plan ID	Planning Category	PP Entry	Line No	Solicitation Type	Procurement Activity Code	Activity Description	Default Planned Duration (Days)	Actual Duration (Days)	Planned Dates	Actual Dates
PP0001	10%CS	1	1	OPENTENDER	1-INVITE	Invite Tender	0		13/07/2019	
PP0001	10%CS	1	2	OPENTENDER	2-OPEN	Open Tender	14		27/07/2019	
PP0001	10%CS	1	3	OPENTENDER	3-EVALUATE	Bid Evaluation	52		17/09/2019	
PP0001	10%CS	1	4	OPENTENDER	4P-OPINION	Professional Opinion/Tende	23		10/10/2019	
PP0001	10%CS	1	5	OPENTENDER	5-AWARD	Notification of Award	15		25/10/2019	
PP0001	10%CS	1	6	OPENTENDER	6-CONTRACT	Signing of Contract	21		15/11/2019	
PP0001	10%CS	1	7	OPENTENDER	7-KICKOFF	Work Commencement	30		15/12/2019	
PP0001	10%CS	1	8	OPENTENDER	8-CLOSEOUT	Completion of works				

PUR-SETUP-004 Solicitation Types

Ability to setup the Goods, Works and Services as Procurement Types with quick navigation to summary statistics for each Type

Customization

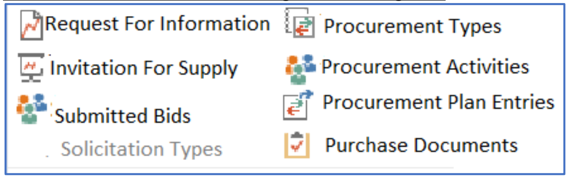
Business Process

- The Procuring Entity/organization can source for vendors using different procurement methods such as RFQ, Open Tender, Low value procurement, RFP etc.
- The Solicitation Types are a setup that defines the procurement procedure that has been adopted by the organization for a given transaction. Instead of just defining the procurement method, the solicitation type extends the capability of the system to allow for definition of variants of a given procurement method. Example: The RFP procurement method can be setup to have 2 different solicitation types such as Standard RFP and RFP with a preliminary EOI stage (All mapped to the same RFP Procurement method. The system shall handle both invitations for supply differently).

Solicitation Type Table

- It shall be used to setup the different solicitation types within the procuring organization.
- Key fields include Code (Primary key), Default procurement method (Used to select the different procurement methods), Description, Supplier Set (Used to determine wither a given Solicitation type is done for any vendor, whether existing or potential, or whether its is restricted to a given list of vendors. Most of the tender procurement

Solicitation Types List Page=>Navigate



- *RFIS*-Lists all Request for Information documents (Linked to Request For Information Table) that have been assigned a given solicitation Type.
- *Invitation For Supply*-Lists all IFSs (Linked to Purchase Code Table) that have been assigned a given solicitation Type.
- *Submitted Bids*-Lists all submitted bids that have been linked to a given solicitation type. This is mapped to the Submitted Bids Table.
- *Procurement Types*-Lists all procurement types that are allowed for a given

methods support an Open supplier set. Methods such as RFQ, Restricted Tender, Direct sourcing etc may be based on a shortlisted supplier set), Preliminary Request For Information (A Boolean field that indicates whether a given solicitation type requires an RFI such as an EOI to have been raised on the system and vendor submissions done against it. In such a case, the EOI should have been marked as closed before being linked to the specific Invitation For Supply. The system does not allow the Invitation For Supply to be raised before the preliminary RFI is marked as closed), No. of Invitations (Un-editable count of Invitations For Supply that have been processed on the system for a given solicitation type), No. of Bids (Un-editable count for Submitted bids that have been processed on the system for a given solicitation type) and Blocked (In case the user wants to block a given Type).

- The Solicitation Types List Page shall be used to view all the defined solicitation types, mapped procurement methods and the applicable rules:

Code	Default Procurement Method	Description	Supplier Set	Preliminary Request For Information (RFI)	No. of Invitations	No. of Responses	Blocked
DESIGN-COM	Design Competition Tender	Design Competition Tender	Open	NO			NO
DIRECT	Direct Procurement	Direct Procurement Tender	Invited Suppliers	NO			NO
FORCE A/C	Force Account	Force Account Procurement	Open	NO			NO
FRAMEWORK	Framework Agreement	Framework Agreement Tender	Open	NO			NO
LVP	Low Value Procurement	Low Value Procurement	Open	NO			NO
OPENTENDER	Open Tender	Open Tender	Open	NO			NO
RESTRICTED	Restricted Tender	Restricted Tender	Invited Suppliers	NO			NO
REV-AUCTION	Reverse Auction	Reverse Auction Tender	Open	NO			NO
RFP	RFP	Standard Request For Proposal	Open	NO			NO
RFP-EOI	RFP	Request For Proposal (With Preliminary EOI)	Invited Suppliers	YES			NO
RFQ	RFQ	Request For Quotations	Invited Suppliers	NO			NO
TWO-STAGE	Two-Stage Tender	Two-Stage Tender (EOI & ITT)	Open	YES			NO

<u>Solicitation Procurement Type Table</u>

- Used to link all applicable procurement types to a given Solicitation Type. NB: Some solicitation types such as RFPs are restricted for procurement of Services only, hence the need to define these rules. When a transaction such as Invitation For Supply is booked, the system checks the selected solicitation method and defined procurement type and restricts or allows the transaction to proceed based on this definition.
- Key fields include Solicitation Type, Procurement Type, Strict Purchase Limits (Boolean field that instructs the system to check the minimum and maximum purchase limits defined for a given solicitation type and procurement type, per transaction), Min Purchase Value LCY

solicitation type (Linked to Solicitation Procurement Type Table)

- *Procurement Plan Entries*-Lists all PP lines mapped to a given Solicitation Type (Linked to Procurement Plan Line Table.
- *Purchase Documents*-Lists all Purchase Documents (e.g. Quote, Order, Return Order etc) linked to a given Solicitation Type (Linked to Purchase Header Table)
- *Procurement Activities Bids*-Lists all the procurement activity codes that have been mapped to a given solicitation type. This function is linked to the Solicitation Activity Schedule Table.

(Minimum purchase limit allowed per transaction) and Max Purchase Limit LCY (Maximum purchase limit allowed per transaction).

Solicitation Type	Procurement Type	Strict Purchase Limits	Min Purchase Value (LCY)	Max Purchase Value (LCY)
DESIGN-COM	GOODS	NO	0	0
DIRECT	GOODS	NO	0	0
FORCE A/C	GOODS	NO	0	0
FRAMEWORK	GOODS	NO	0	0
LVP	GOODS	YES	0	30000
OPENTENDER	GOODS	NO	0	0
RESTRICTED	GOODS	NO	0	0
REV-AUCTION	GOODS	NO	0	0
RFP-EOI	GOODS	NO	0	0
RFQ	GOODS	NO	0	0
TWO-STAGE	GOODS	NO	0	0
DESIGN-COM	WORKS	NO	0	0
DIRECT	WORKS	NO	0	0
FORCE A/C	WORKS	NO	0	0
FRAMEWORK	WORKS	NO	0	0
LVP	WORKS	YES	0	30000
OPENTENDER	WORKS	NO	0	0
RESTRICTED	WORKS	NO	0	0
REV-AUCTION	WORKS	NO	0	0
RFP-EOI	WORKS	NO	0	0
RFQ	WORKS	NO	0	0
TWO-STAGE	WORKS	NO	0	0
DESIGN-COM	SERVICES	NO	0	0
DIRECT	SERVICES	NO	0	0
FORCE A/C	SERVICES	NO	0	0
FRAMEWORK	SERVICES	NO	0	0
LVP	SERVICES	YES	0	30000
OPENTENDER	SERVICES	NO	0	0

Solicitation Activity Schedule Table

- Each solicitation type has the default activity codes mapped to it to enable the planner to quickly generate a draft schedule of each PP entry.
- Example 1: The tendering process generally includes the following key procurement activities that have to be setup under the solicitation type window: Invite Tender, Open Tender, Bid Evaluation, Professional Opinion (Tender Committee Action), Notification of Award, Signing of Contract, Work Commencement and Completion of Works.
- Example 2: The RFP process generally includes the following key procurement activities that have to be setup under the solicitation type window: Advertise Tender /RFP EOI, Invite Tender/ Issue RFP, Open Tender/ Technical Proposal, Process/ Evaluate Proposal, Open Financial Proposal, Negotiation, Tender committee Approval/ Award, Notification of Award, Contract Signing, Work commencement and Completion of Services.
- The Solicitation Activity Schedule Table is used to link all applicable procurement activities to a given Solicitation Type.
- Key fields include Solicitation Type ID (Linked to Solicitation Type Table), Activity Code (Linked to Procurement Activity Code Table), Description and Default Planned Duration (Days). NB: The Default Planned Duration (Days) field is used to define the estimate duration for each activity when a given solicitation type is adopted. This is used

<table>
<tr>
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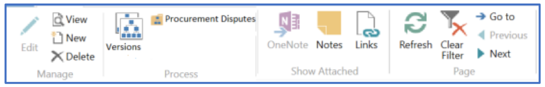
<td>to have the system quickly generate the draft procurement plan schedule for each PP entry, based on the defined procurement start date for each entry (When the Suggest Planned PP Schedule batch job is executed.
<table>
<tr><th>Solicitation Type ID</th><th>Activity Code</th><th>Description</th><th>Default Planned Duration (Days)</th></tr>
<tr><td>DESIGN-COM</td><td>1-INVITE</td><td>Invite Tender</td><td>0</td></tr>
<tr><td>DESIGN-COM</td><td>2-OPEN</td><td>Open Tender</td><td>14</td></tr>
<tr><td>DESIGN-COM</td><td>3-EVALUATE</td><td>Bid Evaluation</td><td>52</td></tr>
<tr><td>DESIGN-COM</td><td>4P-OPINION</td><td>Professional Opinion/Tender Committee Action</td><td>23</td></tr>
<tr><td>DESIGN-COM</td><td>5-AWARD</td><td>Notification of Award</td><td>15</td></tr>
<tr><td>DESIGN-COM</td><td>6-CONTRACT</td><td>Signing of Contract</td><td>21</td></tr>
<tr><td>DESIGN-COM</td><td>7-KICKOFF</td><td>Work Commencement</td><td>30</td></tr>
<tr><td>DESIGN-COM</td><td>8-CLOSEOUT</td><td>Completion of works</td><td></td></tr>
<tr><td>DIRECT</td><td>1-INVITE</td><td>Invite Tender</td><td>0</td></tr>
<tr><td>DIRECT</td><td>2-OPEN</td><td>Open Tender</td><td>14</td></tr>
<tr><td>DIRECT</td><td>3-EVALUATE</td><td>Bid Evaluation</td><td>52</td></tr>
<tr><td>DIRECT</td><td>4P-OPINION</td><td>Professional Opinion/Tender Committee Action</td><td>23</td></tr>
<tr><td>DIRECT</td><td>5-AWARD</td><td>Notification of Award</td><td>15</td></tr>
<tr><td>DIRECT</td><td>6-CONTRACT</td><td>Signing of Contract</td><td>21</td></tr>
<tr><td>DIRECT</td><td>7-KICKOFF</td><td>Work Commencement</td><td>30</td></tr>
<tr><td>DIRECT</td><td>8-CLOSEOUT</td><td>Completion of works</td><td></td></tr>
<tr><td>FORCE A/C</td><td>1-INVITE</td><td>Invite Tender</td><td>0</td></tr>
</table>
</td>
<td></td>
</tr>
<tr>
<td>PUR-SETUP-005 Procurement Laws and Regulations</td>
<td>Ability to setup all the Procurement Laws, regulations, policies and procedures that the organization maintains (With ability to view any revisions/versions done for each category)</td>
<td>Customization</td>
<td><u>Business Process</u>
• The procurement function is governed by certain Laws, regulations, policies and procedures which can be maintained on the ERP, with the following functionality:
o Ability to attach supporting documents in case a user (e.g. procurement officer wants to refer to the same)
o Ability to track versions or revisions of each Policy, Procedure etc

<u>Procurement Law and Regulation Table</u>
• Used to record all the applicable laws, regulations, policies, guidelines and procedures applicable to the procurement function.
• The system enables versioning of the primary document (e.g. tracking the different releases/revisions of the organization's procurement policy)</td>
<td><u>Laws & Regulations Card=>Home</u>


• Versions-Linked to the Proc Regulation Version Table. Used to view the versions/releases for a given law, regulation or policy.
• Procurement disputes-Linked to Procurement Disputes Table. Used to view any disputes arising as a contravention of a given law, regulation or policy.</td>
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</table>

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The system enables viewing of any Procurement Disputes that may have been lodged, that have been assessed to be contravening a specific law, regulation, policy or guidelines.
Key fields include Code, Document Type (Option that defines the type of the record/document e.g. Law, regulation, Policy etc), Description, No. of Versions (Count calcfield for all the Versions/Releases existing for a given record/document, that is mapped to the Proc Regulation Version Table), Current Version No and Status (Whether the record/document is a Draft, Active or Blocked copy).

<table>
<tr><th>Code</th><th>Document Type</th><th>Description</th><th>No. of Versions</th><th>Current Version No</th><th>Status</th></tr>
<tr><td>PPADA</td><td>Laws</td><td>Public Procurement and Asset Disposal Act 2015</td><td>1</td><td>REV2016</td><td>Active</td></tr>
<tr><td>PROC-POLICY 1</td><td>Policy</td><td>KeRRA Procurement Policy Yr 2016</td><td>0</td><td></td><td>Active</td></tr>
</table>
<u>Proc Regulation Version Table</u>

Used to record the versions/releases applicable to a given procurement law, regulation or policy.

<table>
<tr><th>Version Code</th><th>Primary Document No</th><th>External Document No</th><th>Description</th><th>Effective Date</th></tr>
<tr><td>REV2016</td><td>PPADA</td><td>NO. 33 OF 2015</td><td>Revised Edition 2016 [2015]-Public Procurement and Asset Disposal Act 2015</td><td>01/01/2016</td></tr>
</table>
</td>
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</tr>
<tr>
<td>PUR-SETUP-006 Funding Sources</td>
<td>Ability to setup different Funding Sources for the Organization</td>
<td>Customization</td>
<td>
<u>Business Process</u>

The different sources of project financing for the Procuring entity/organization shall be defined as Funding sources. Examples include GoK (Exchequer funding), Local Grants, International Grants and Commercial (e.g. Production)
Dimensions shall be used to complement financial reporting by funding sources.
Each Funding agency shall be linked to a Primary funding source category.

<u>Funding Source Table</u>

Funding Source Table-Key fields include Code, Description and Blocked.

</td>
<td>
<u>Funding Source List Page=>Home</u>
Funding Agencies | Procurement Planning Lines | Funded Projects | Statistics
<table>
<tr><th>Code</th><th>Description</th><th>Blocked</th></tr>
<tr><td>GOK</td><td>Exchequer (GoK) Development Funding</td><td>No</td></tr>
<tr><td>TRADE</td><td>Commercial/Trading Activities</td><td>No</td></tr>
<tr><td>KRB-22%</td><td>Kenya Roads Board (22% RMLF fro CRF)</td><td>No</td></tr>
<tr><td>KRB-10%</td><td>Kenya Roads Board (10% RMLF fro CRF)</td><td>No</td></tr>
<tr><td>KRB-15%</td><td>Kenya Roads Board (15% RMLF fro CRF)</td><td>No</td></tr>
<tr><td>KRB-40%</td><td>Kenya Roads Board (40% RMLF fro CRF)</td><td>No</td></tr>
<tr><td>SUGAR</td><td>Funding by Kenya Sugar Board</td><td>No</td></tr>
<tr><td>TEABOARD</td><td>Funding by Kenya Tea Board</td><td>No</td></tr>
<tr><td>COFFEECESS</td><td>Coffee Cess Funding</td><td>No</td></tr>
<tr><td>NATPARK</td><td>National Park Funding</td><td>No</td></tr>
<tr><td>DONOR</td><td>Donor Funding</td><td>No</td></tr>
</table>

Funding Agencies-Links to the Agency Funding Source Table that lists all the agencies that offer the selected funding type. Example: The Kenya Roads Board will

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<table>
<tr><th>Code</th><th>Description</th><th>Blocked</th></tr>
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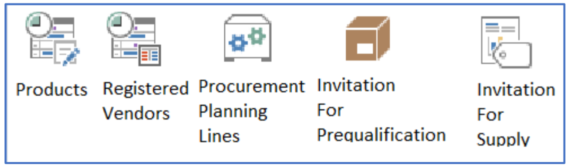
<tr><td>KRB-10%</td><td>Kenya Roads Board (10% RMLF fro CRF)</td><td>No</td></tr>
<tr><td>KRB-15%</td><td>Kenya Roads Board (15% RMLF fro CRF)</td><td>No</td></tr>
<tr><td>KRB-40%</td><td>Kenya Roads Board (40% RMLF fro CRF)</td><td>No</td></tr>
<tr><td>SUGAR</td><td>Funding by Kenya Sugar Board</td><td>No</td></tr>
<tr><td>TEABOARD</td><td>Funding by Kenya Tea Board</td><td>No</td></tr>
<tr><td>COFFEECESS</td><td>Coffee Cess Funding</td><td>No</td></tr>
<tr><td>NATPARK</td><td>National Park Funding</td><td>No</td></tr>
<tr><td>DONOR</td><td>Donor Funding</td><td>No</td></tr>
</table>
</td>
<td>appear as the agency under the KRB-22%, KRB-10%, KRB-15% and KRB-40% funding sources. NB: A single funding source (such as DONOR funds) may be mapped to multiple funding agencies (e.g. World Bank, EU etc)
• Procurement Planning Lines-Links to the Procurement Plan Line Table and lists all the procurement plan lines that are mapped to the selected funding source.
• Funded Projects-It lists all Projects that have been funded by a given funding source. It is linked to the Project Funding Contract Line Table (Line table of the Project Funding Contract Table).
• Statistics-It lists all the posted cash receipts that have been mapped to a given funding source.</td>
</tr>
<tr>
<td>PUR-SETUP-007 Procurement Categories</td>
<td>Ability to setup different procurement categories that shall be used during procurement planning and sourcing.</td>
<td>Customization</td>
<td><u>Business Process</u>
• Procurement categories define the lots/groups of goods, works and services that an organization can plan for and eventually procure as per the needs of the organization. Therefore, each procurement category shall serve as a product family, with the user being able to view all the items mapped to each category.
• The purchasing categories can be used to enforce purchasing policies, so that employees can plan and source only the goods, works and services that are allowed for their buying legal entity and responsibility center.
• The Procurement function can enforce preference & reservation policies per category e.g. A category such as Supply of general stationery can have a preference code mapped to Special groups. This will ensure that such Women, Youth and Persons with disabilities shall be given preference during the sourcing process.
• The system allows a procurement category to be classified as either open or classified. Open categories as for items that are not confidential in nature. Classified category shall be used for sensitive and confidential items, for industries such as National security. In the public sector, all classified categories are generally approved by the Ministry and the prequalification and sourcing of such goods shall not be available on public platforms such as the E-Procurement Portal.</td>
<td><u>Funding Source List Page=>Home</u>


• Products -Links to the Procurement Category Product Table that lists all the products/items that have been mapped under each Category. Example: The Stationery Category may have different items such as printing papers, tapes, writing materials etc
<table>
<tr><th>Category ID</th><th>Item No</th><th>Description</th><th>Unit of Measure</th></tr>
<tr><td>KERRA/GOODS/09</td><td>ITM00001</td><td>Laptops & Related Accessories</td><td>PCS</td></tr>
<tr><td>KERRA/GOODS/09</td><td>ITM00002</td><td>Desktops & Related Accessories</td><td>PCS</td></tr>
<tr><td>KERRA/GOODS/09</td><td>ITM00003</td><td>Servers & Related Accessories</td><td>PCS</td></tr>
</table>
• Registered Vendors- Links to the Vendor Procurement Category Table and lists all the</td>
</tr>
</table>

Procurement Category Table

- This table is used to setup all the procurement categories within the organization.

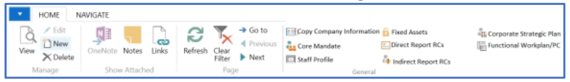
Code	Description	Procurement Type	Preferred Vendor Cluster	Applicable Location	Specific Responsibility Center	Responsibility Center Type	Responsibility Center Code	Category Type	Blocked
KERRA/GOODS/01	Supply of General Office Stationeries	GOODS	Special	HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/02	Supply of Electrical Items	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/03	Supply of ICT Hardware, Software, Accessories and Consumables	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/04	Supply and printing of Staff Uniforms	GOODS		HQ Only	YES	Region	HQ	Open	NO
KERRA/GOODS/05	Supply of Assorted Office Furniture, Equipment's and Fittings	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/06	Supply of Drinking Mineral Water	GOODS	Special	HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/07	Supply of Motor Vehicle Tyres and Tubes	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/08	Supply of Motor Vehicle Batteries and Accessories	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/09	Supply ,Installation of computers, laptops, Notepads,Tablets,Phones,Modems and related Consumables	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/10	Supply of Application Software (Office Suit, Operating Systems)	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/GOODS/11	Supply of Hardware item	GOODS		HQ and Regional Offices	NO			Open	NO
KERRA/SERVICE/01	Provision of Air Travel Services (Ticketing)	SERVICES		HQ and Regional Offices	NO			Open	NO
KERRA/SERVICE/02	Provision of Towing Services	SERVICES		HQ and Regional Offices	NO			Open	NO
KERRA/SERVICE/03	Provision of Legal Services	SERVICES		HQ Only	NO	YES	Region	Open	NO
KERRA/SERVICE/04	Provision of Vehicle Insurance Cover Services	SERVICES		HQ Only	NO	YES	Region	Open	NO
KERRA/SERVICE/05	Provision of Motor Vehicles Repairs and Maintenance services	SERVICES		HQ and Regional Offices	NO			Open	NO
KERRA/SERVICE/06	Provision of Office Movers services	SERVICES		HQ Only	YES	Region	HQ	Open	NO
KERRA/SERVICE/07	Provision of Outside Catering Services	SERVICES		HQ and Regional Offices	NO			Open	NO
KERRA/SERVICE/08	Provision of General printing, Design of Calendars, Diaries, Brochures, Corporate Promotional Materials and Other Publications, Annual Report Editing, Designing and Layout Services	SERVICES	Special	HQ Only	YES	Region	HQ	Open	NO
KERRA/SERVICE/09	Provision of Production of Radio, TV Commercials and documentaries Services	SERVICES		HQ Only	YES	Region	HQ	Open	NO
KERRA/SERVICE/10	Provision of Transport Services and Taxi services	SERVICES		HQ and Regional Offices	NO			Open	NO
KERRA/SERVICE/11	Provision of Conference Facilities	SERVICES		HQ and Regional Offices	NO			Open	NO
KERRA/SERVICE/12	Provision of Human Resource Consultancy Services/ Staff Training Services /Enterprise Risk Management Training Providers.	SERVICES		HQ Only	YES	Region	HQ	Open	NO

- The key fields include:

Field	Description
Code	Codes that shall be defined by the user for each procurement category
Description	Category name/description
Procurement Type	Linked to the *Procurement Type* table in order to map each category to either Goods, Works or Services
Preferred Vendor Cluster	In case the organization maintains a preference and reservation policy, then each category that has to be reserved for a given cluster of suppliers (e.g. Special vendors) can be setup
Applicable Location	A general information field indicating the sourcing region for a given category
Specific Responsibility Center	If a specific category is not global (i.e. it can only be planned and sourced from a specific responsibility center such as a Region, then this field has to be marked and the defined RC specified accordingly
Responsibility Center Type	
Responsibility Center Code	
Category Type	Used to indicate whether a procurement category is either Open (this is a procurement category that can be published to the portal and has no confidentiality requirements) or Classified (Used to define a category with classified items such as procurement of Military equipment

suppliers that have been registered and prequalified for each category. NB: When the user wants to view the prequalified vendors for a specific Year code, they can apply a filter on this list.

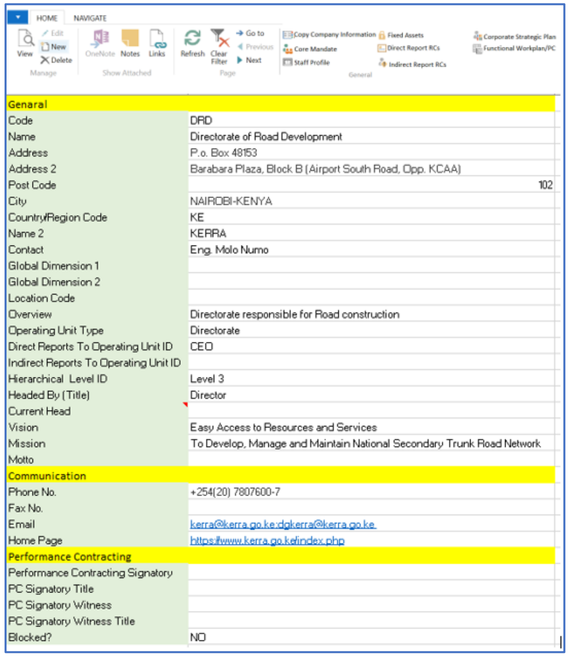
- Procurement Planning Lines This function lists all the procurement planning lines that have been mapped to a given procurement category. The function is linked to the *Procurement Plan Line* Table.
- Invitation For Prequalification-It lists all the IFPs that have been booked on the system that have the selected category as one of the prequalification categories that suppliers should respond to. It is linked to the *IFP Prequalification Category* Table.
- Invitation For Supply- It lists all the IFSs (such as RFQ, RFP, ITT etc) that have been booked on the system that have the selected category as the procurement category that suppliers should respond against. It is linked to the *Invitation For Supply* Table.

			by a National Security organization, that is regarded confidential and thus cannot be pushed to the portal) **Blocked** — Used to block a given category. Blocked categories shall not be available for planning, prequalification or sourcing purposes.	
PUR-SETUP-008 Responsibility Centers-(Directorates, Departments and Regions)	Ability to setup different Responsibility Centers that serve as Administrative Units within the Procuring Entity/Organization. Key RCs for Procurement function include Directorates, Departments and Regions.	Customization	<u>**Business Process**</u> • Responsibility centres (RCs) provide the ability to handle procurement processes at different administrative/operating unit levels. An RC can be a cost center, a profit center, an investment center, or other company-defined administrative and/or operating unit defined under a single legal entity. NB: All RCs for a given legal entity shall be setup by Finance to ensure that they are fully aligned to the global financial budgeting and reporting structure. Once they have been setup, RCs shall be available for use across all application areas (Including Procurement and Sourcing module). • Each RC shall have assigned Staff, System users • account for their performance. The types of operating units to be defined to support strategic planning include: o <u>Board Level Unit-</u>This shall be used to define the Board level of the Legal entity. o <u>Company Level Unit-</u>This shall be used to refer to the most executive internal operating unit within the Legal entity. Example: CEO Office o <u>Directorates</u> (For organizations that do not have Directorates, a single "Directorate" under the CEO/MD Office shall be configured on the system). A directorate shall generally be headed by a Director/Executive manager. o <u>Departments</u>-A directorate shall include one or many departments. A Department shall generally be headed by a HOD. Departments are key since they are the main entities for all Operating Plans (e.g. Procurement plan, leave plan etc) created on the system.	<u>**Responsibility Center Card=> Home**</u> The following functions shall be available on the Home Tab of the RC Card for key RCs such as Directorates, Departments, Regions etc:  • *Copy Company Information*-The function is used to copy general information (e.g. Address, contacts details, vision, mission, motto, mandate etc) from the Company Information setup to the RC Card. • *Core Mandate*-Lists the mandate (roles and responsibilities) of each RC. It is mapped to the Organization Unit Mandate Table • *Staff Profiles* - It lists all the employees who have been assigned this RC (Linked to Employee Table). NB: NB: Each employee shall be mapped to the Directorate, Department and Region RCs. • Fixed Asset-It filters any fixed assets that have been linked to this RC. NB: Each asset shall be mapped to the Directorate, Department and Region RCs. • *Direct Reports* - It lists all the administrative units (RCs) that directly report to the specific OU (Where Direct Parent Operating Unit ID::Operating Unit) • *Indirect Reports* - It lists all the operating units that indirectly (shown as dotted reporting

  - Branch/Center-This operating unit shall be assigned to remote branches or centers that may be either autonomous or semi-autonomous.
  - Region-This operating unit shall be assigned to Regional units that have one or more Branches/Centers.
  - Sections-A department shall have one or many sections (Headed by a Section Head or Team leader).
- All operating units shall be configured on the Responsibility Center Table, but separate Card and List Pages maintained based on Operating Unit Type (Board, Company, Directorate, Department, Branch/Center, Region or Section).
- Each operating unit has a defined Head (Headed By field), Parent Operating Unit ID (To define the reporting-to operating unit relationships) and the Hierarchical Level ID (This is used to define the hierarchical level of a given unit. You may have 2 operating units report to one Parent OU but they are at different levels (e.g. Directors and HOD-Supply Chain, may all report to the CEO but they are at different OU levels).
- When on a given operating unit, the user should be able to view the Parent Operating Unit as well as the Direct-Reports under the OU.
- Operating units can be assigned default dimensions to complement the OU segmentation.

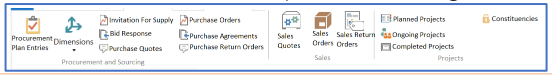
Responsibility Center Table (T5714)

- The *Responsibility Center (T5714)* shall be enhanced to include the following key fields:
  - Operating Unit Type-Each organization/operating unit can be classified as Board, Company, Directorate, Branch/Center, Region or Section.
  - Direct Reports-To Operating Unit ID-This is used to define the direct reporting relationships of OUs with regards to the parent OU. Example: A specific Department may have a Direct Reports-To Operating Unit mapped to a given Directorate.
  - Indirect Reports-To Operating Unit ID-This is used to define the indirect reporting relationships (Normally represented using dotted lines on Organization Structure) of OUs with regards to the lines) report to the specific OU (Where Indirect Parent Operating Unit ID::Operating Unit)
- *Corporate Strategic Plans*- It lists all the corporate strategic plans formulated for the Organization that the OU is part of. It is mapped to the Corporate Strategic Plan Table.
- *Operating Plans*- It lists all the operating plans created for the OU (Mapped to the Operating Plan Table)



Responsibility Center => Navigate

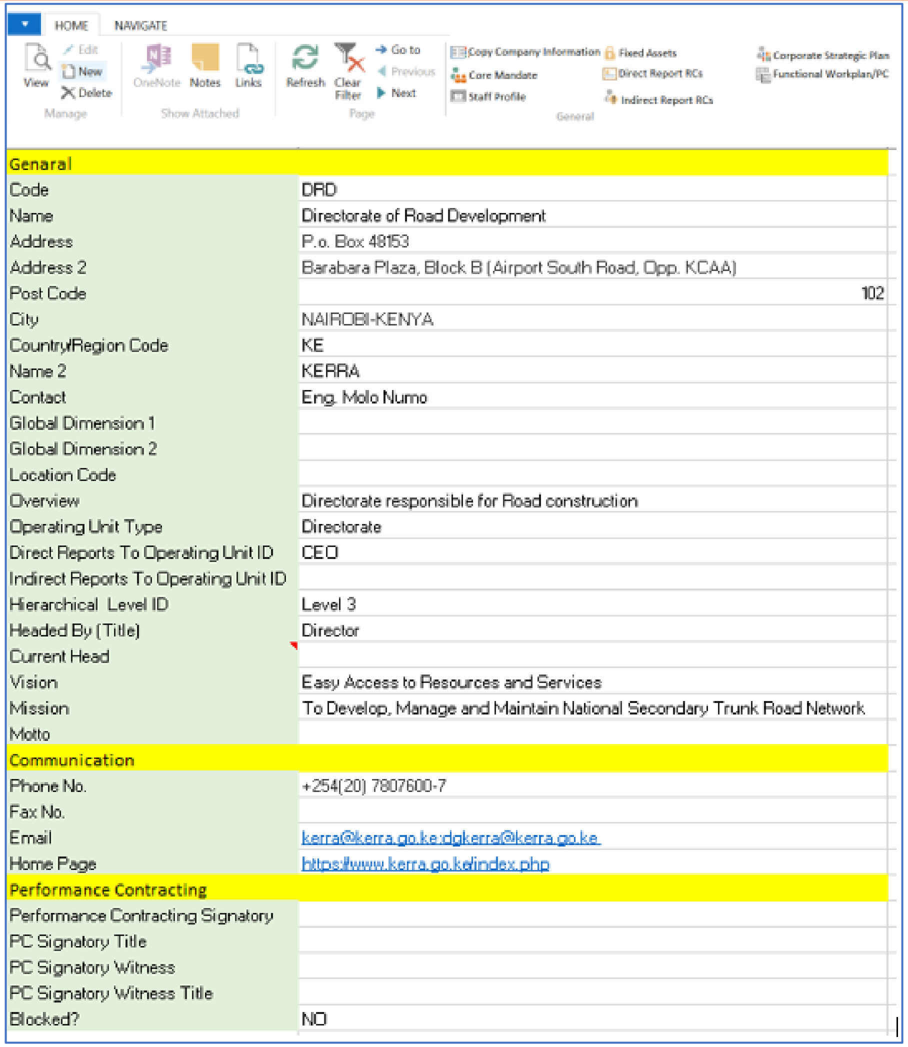
The following functions shall be available on the RC Card, under the Navigate Tab, for key RCs such as Directorates, Departments, Regions etc:



parent OU. Example: The Internal Audit Department reports directly to the Board and indirectly to the CEO.

- Hierarchical Level ID-This refers to the hierarchical level of the operating unit. NB: The level corresponds to the rank segment of each unit. The system generally supports 5 levels with Level 1 being the most executive (e.g. Board). NB: You may have 2 OUs reporting to the same Parent OU but are at different hierarchical levels.
- Reports To (Title)-Links to Staff/HR Positions table
- Current Head-Links to Employee List (Name field)

- *Procurement Plan Entries*-Linked to the Procurement Plan Entry Table. The system shall display all planning entries mapped to a given RC (The procurement plan entries table has the Directorate, Department and Region fields).
- *Dimensions*-This is used to define the default dimensions for each RC.
- *Invitation For Supply*-Linked to the Invitation For Supply Table. The system shall display all IFSs, such as RFQ, RFP, ITT etc, that are mapped to a given RC (The Invitation For Supply table has the Directorate, Department and Region fields).
- *Bid Responses*-Linked to the Bid Response Table. The system shall display all bid responses mapped to a given RC (The Bid Response table has the Directorate, Department and Region fields).
- *Procurement Plan Entries*-Linked to the Procurement Plan Entry Table. The system shall display all planning entries mapped to a given RC (The procurement plan entries table has the Directorate, Department and Region fields).
- *Purchase quotes, Purchase Orders, Purchase Return Orders and Purchase Agreements*- Linked to the Purchasing Header Table. The system shall display all related purchasing source documents mapped to a given RC (The Purchase Header table has the Directorate, Department and Region fields).
- *Sales quotes, Sales Orders, Sales Return Orders and Sales Agreements*-Linked to the Sales Header Table. The system shall display all related sales source documents mapped to a given RC (The Sales Header table has the Directorate, Department and Region fields).
- *Planned, Ongoing & Completed Projects*- Linked to the Jobs Table. The system shall display all Projects (Filtered as per their status) that are mapped to a given RC (The Jobs



Genaral	
Code	DRD
Name	Directorate of Road Development
Address	P.o. Box 48153
Address 2	Barabara Plaza, Block B (Airport South Road, Opp. KCAA)
Post Code	102
City	NAIROBI-KENYA
Country/Region Code	KE
Name 2	KERRA
Contact	Eng. Molo Numo
Global Dimension 1	
Global Dimension 2	
Location Code	
Overview	Directorate responsible for Road construction
Operating Unit Type	Directorate
Direct Reports To Operating Unit ID	CEO
Indirect Reports To Operating Unit ID	
Hierarchical Level ID	Level 3
Headed By (Title)	Director
Current Head	
Vision	Easy Access to Resources and Services
Mission	To Develop, Manage and Maintain National Secondary Trunk Road Network
Motto	
Communication	
Phone No.	+254(20) 7807600-7
Fax No.	
Email	kerra@kerra.go.ke;dgkerra@kerra.go.ke
Home Page	https://www.kerra.go.ke/index.php
Performance Contracting	
Performance Contracting Signatory	
PC Signatory Title	
PC Signatory Witness	
PC Signatory Witness Title	
Blocked?	NO

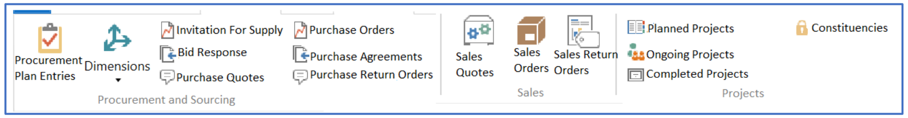


table has the Directorate, Department and Region fields).

- *Constituencies*- This function shall only be available on the Regions RC Card. It is used to define the constituencies under each Region, for the sake of tracking project delivery sites/locations. The function shall link to the Constituencies Table. The system shall display all related constituencies mapped to a given RC (The Constituencies Table has the Region field).

<u>Navigation Map (Strategic Planning=>Organizational Units=>Lists)</u>

- The following lists shall exist on the Navigation pane (Under Lists) for the organizational Units sub-module:
  - Board-Filter OU where operating unit type::Board
  - Legal Entity-Mapped to Company Information Table (T79). However, the Legal Entity Card should be displayed (customized to focus on performance management parameters)
  - Directorates- Filter OU where operating unit type::Directorate
  - Department- Filter OU where operating unit type::Department
  - Sections- Filter OU where operating unit type::Section
  - Centers-Filter OU where operating unit type::Branch/Center
  - Regions- Filter OU where operating unit type::Region

Organization Hierarchy Table

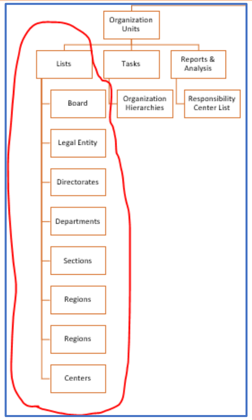
- The *Organization Hierarchy* table shall be used to list the Organization levels and describe the OUs that shall generally fall under each level. The key fields of the table include Level (Option string linked to the support 5 levels) and Description.

Level	Description
Level 1	Board of Directors
Level 2	Company level (CEO Office)
Level 3	Directorates
Level 4	Departments and Research Centers
Level 5	Sections

- When a user clicks on the *Organizational Units* Action on the List Page, the system should list all OUs that are mapped to this level (Filters based on Responsibility Center table)

Organization Unit Mandate Table

- The *Organization Unit Mandate* table shall be used to record the mandate (roles and responsibilities) for each operating/organizational unit. The key fields include:
    - Code-Auto-generated integer entry number
    - Organization Unit ID-Allows the user to select the OU (Linked to Responsibility Centre Table) for which the mandate is being defined for.
    - Operating Unit Type-An un-editable look-up field that indicates the OU Type linked to the selected OU.
    - Description (Text 250)-Mandate description
- NB: When on any OU, the system should enable the user to view the mandate list (Based on Organization Unit Mandate table)



Code	Organization Unit Code	Operating Unit Type	Description
1	KEMRI	Company-Level	To carry out research in human health.
2	KEMRI	Company-Level	To cooperate with other research organizations and institutions of higher learning on matters of relevant research and training.
3	KEMRI	Company-Level	To liaise with other relevant bodies within and outside Kenya carrying out research and related activities.
4	KEMRI	Company-Level	To disseminate and translate research findings for evidence-based policy formulation and implementation.
5	DRD	Directorate	Develop and ensure implementation of the institute research and health policy to ensure provision of evidence-based health solutions through policy and products at national, regional and global level
6	DRD	Directorate	Provide startegic leadership and administrative management of the Research & development directorate
7	DRD	Directorate	Establish strategic partnerships for research, innovations and technology transfer
8	DRD	Directorate	Coordination of research review, management and reporting
9	DRD	Directorate	Guide in the development of research proposals

PUR-SETUP-009 Constituencies	Ability to setup Constituencies and map them to the Procurement Plan (For Road Works/Projects)	Customization	**Business Process** • Road works are implemented by the regional offices at the constituency level. Therefore, procurement planning for works should include the constituency in which the construction or maintenance works are happening. • Each regional office has defined constituencies under it. **Constituency Table** • This is a setup table with the following key fields: Code (Primary key), Description, County Code (Linked to County Table), Region Code (Linked to Responsibility Center Table with Operating Unit Type::Region) and Blocked (To block/suspend a given constituency)	**Constituency List Page=>Home** (see below)

Constituency List Page=>Home

HOME

Planned Projects | Procurement Plan Entries
Ongoing Projects
Completed Projects
Projects

Code	Description	County Code	Region Code	Blocked
Ainabkoi	Ainabkoi	UASIN GISHU	UASIN GISHU	No
Ainamoi	Ainamoi	KERICHO	KERICHO	No
Aldai	Aldai	NANDI	NANDI	No
Alego Usonga	Alego Usonga	SIAYA	SIAYA	No
Awendo	Awendo	MIGORI	MIGORI	No
Bahati	Bahati	NAKURU	NAKURU	No
Balambala	Balambala	GARISSA	GARISSA	No
Banissa	Banissa	MANDERA	MANDERA	No
Baringo Central	Baringo Central	BARINGO	BARINGO	No
Baringo North	Baringo North	BARINGO	BARINGO	No
Baringo South	Baringo South	BARINGO	BARINGO	No
Belgut	Belgut	KERICHO	KERICHO	No
Bobasi	Bobasi	KISII	KISII	No
Bomachoge Borabu	Bomachoge Borabu	KISII	KISII	No
Bomachoge Chache	Bomachoge Chache	KISII	KISII	No
Bomet Central	Bomet Central	BOMET	BOMET	No
Bomet East	Bomet East	BOMET	BOMET	No
Bonchari	Bonchari	KISII	KISII	No
Bondo	Bondo	SIAYA	SIAYA	No
Borabu	Borabu	NYAMIRA	NYAMIRA	No

<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>
<table>
<tr><th>Code</th><th>Description</th><th>County Code</th><th>Region Code</th><th>Blocked</th></tr>
<tr><td>Ainabkoi</td><td>Ainabkoi</td><td>UASIN GISHU</td><td>UASIN GISHU</td><td>No</td></tr>
<tr><td>Ainamoi</td><td>Ainamoi</td><td>KERICHO</td><td>KERICHO</td><td>No</td></tr>
<tr><td>Aldai</td><td>Aldai</td><td>NANDI</td><td>NANDI</td><td>No</td></tr>
<tr><td>Alego Usonga</td><td>Alego Usonga</td><td>SIAYA</td><td>SIAYA</td><td>No</td></tr>
<tr><td>Awendo</td><td>Awendo</td><td>MIGORI</td><td>MIGORI</td><td>No</td></tr>
<tr><td>Bahati</td><td>Bahati</td><td>NAKURU</td><td>NAKURU</td><td>No</td></tr>
<tr><td>Balambala</td><td>Balambala</td><td>GARISSA</td><td>GARISSA</td><td>No</td></tr>
<tr><td>Banissa</td><td>Banissa</td><td>MANDERA</td><td>MANDERA</td><td>No</td></tr>
<tr><td>Baringo Central</td><td>Baringo Central</td><td>BARINGO</td><td>BARINGO</td><td>No</td></tr>
<tr><td>Baringo North</td><td>Baringo North</td><td>BARINGO</td><td>BARINGO</td><td>No</td></tr>
<tr><td>Baringo South</td><td>Baringo South</td><td>BARINGO</td><td>BARINGO</td><td>No</td></tr>
<tr><td>Belgut</td><td>Belgut</td><td>KERICHO</td><td>KERICHO</td><td>No</td></tr>
<tr><td>Bobasi</td><td>Bobasi</td><td>KISII</td><td>KISII</td><td>No</td></tr>
<tr><td>Bomachoge Borabu</td><td>Bomachoge Borabu</td><td>KISII</td><td>KISII</td><td>No</td></tr>
<tr><td>Bomachoge Chache</td><td>Bomachoge Chache</td><td>KISII</td><td>KISII</td><td>No</td></tr>
<tr><td>Bomet Central</td><td>Bomet Central</td><td>BOMET</td><td>BOMET</td><td>No</td></tr>
<tr><td>Bomet East</td><td>Bomet East</td><td>BOMET</td><td>BOMET</td><td>No</td></tr>
<tr><td>Bonchari</td><td>Bonchari</td><td>KISII</td><td>KISII</td><td>No</td></tr>
<tr><td>Bondo</td><td>Bondo</td><td>SIAYA</td><td>SIAYA</td><td>No</td></tr>
<tr><td>Borabu</td><td>Borabu</td><td>NYAMIRA</td><td>NYAMIRA</td><td>No</td></tr>
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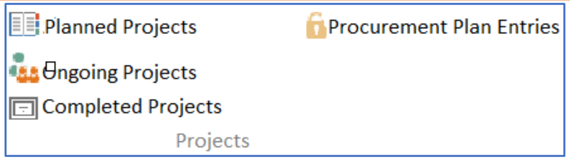
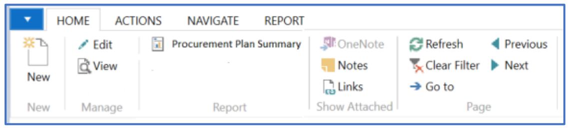


• *Planned, Ongoing & Completed Projects*- Linked to the Jobs Table. The system shall display all Projects (Filtered as per their status) that are mapped to a given Constituency (The Jobs table has the Constituency Region fields).
• *Procurement Plan Entries*-Linked to the Procurement Plan Entry Table. The system shall display all planning entries mapped to a given Constituency (The procurement plan entries table has the Constituency field).
</td>
</tr>
<tr>
<td>PUR-PP-001 Strategic Procurement Planning</td>
<td>Ability to setup and approve Annual Procurement Plans that are aligned to the Corporate Strategic Plan (CSP), Annual Financial Budget and supporting Work plans.</td>
<td>Customization</td>
<td>
<u>Business Process</u>
• Strategic procurement planning is the process of identifying and consolidating requirements (categorized into procurement types such as Goods, Works and Service) and determining the timeframes (planned procurement activities and the estimated durations for each activity) for their procurement with the aim of having them as and when they are required. A good procurement plan will describe the process in the identification and selection of suppliers/contractors/consultants (solicitation types and procurement methods).
• The Procurement Plan (PP) contains procurement planning information for the entire company for the upcoming calendar year. The consolidate procurement plan includes sub-plans for each responsibility center such as Directorates, Departments and Regions. The consolidated PP should be loaded on the system to support the following business objectives:
a) <u>Procurement requirements</u>-All purchase requirements are captured and grouped accordingly into high-level procurement categories that can further be classified into Goods, Works and Services. The procurement requirements are first grouped as per the defined procurement categories. Each procurement plan line can then be defined according to additional criteria such as funding source or planned contract package (Example: A
</td>
<td>
<u>Procurement Plan Card=>Home</u>



• *Procurement Plan Summary*-This shall enable the planner user to preview or print/generate the PP Summary Report
</td>
</tr>
</table>

procurement category for the Construction of Roads may have multiple procurement lines created for each funding source e.g. Road construction through KRB-22% funding line, Road construction through Donor funding etc.)

b) Sourcing method-The procurement plan includes the procurement strategy that shall be adopted for each procurement requirement. This strategy is defined in terms of the solicitation type and procurement methods that shall be adopted for each requirement.

c) Estimated costs and funding sources-The planned cost/budget of each procurement requirement is defined on the plan. The costs must be aligned to the overall approved financial budget and work-plans. For each purchasing requirement, the planner has to define the funding source and funding agency.

d) Procurement schedule-The procurement plan includes the procurement schedule for the fulfilment of each requirement. The schedule includes the procurement activities that are planned for each requirement and the planned duration and dates for each activity.

e) Performance statistics-The procurement plan includes quick statistical insights that allow for the monitoring of the procuring process to determine how actual performance compares with planned activities. Such insights include budgeted vs actual spend and planned vs actual time spent.

Procurement Plan Table

Code	Description	Corporate Strategic Plan ID	Financial Budget ID	Financial Year Code	Start Date	End Date	Total Budget (Goods)	Total Budget (Works)	Total Budget (Services)	Total Budgeted Spend	Total Actual Cost (Goods)	Total Actual Cost (Works)	Total Actual Cost (Services)	Total Actual Spend	Spend %	Approval Status	Created By	Created On	Creation Time
PP0001	KeRRA Procurement Plan (2019/2020)	CSP0001	FIN-BUDG19/20	2019/2020	01/07/2019	30/06/2020	38,000,000.00	16,454,400,000.00	42,000,000.00	16,534,400,000.00	-	-		-	-	Released	KERRA\USHINDI	01/07/2019	09:50:00
PP0002	KeRRA Procurement Plan (2020/2021)	CSP0001	FIN-BUDG20/21	2020/2021	01/07/2020	30/06/2021								-	-	Released	KERRA\USHINDI	01/07/2020	11:00:00

- This is a header table for the PP with the following key fields:

Field	Description
Code	Primary key that is defined by the user, preferably using Year code structure e.g. 2019/2020
Description	Name/Description of the Procurement Plan
Corporate Strategic Plan ID	Linked to Corporate Strategic Plan Table. Each PP should be linked to a CSP for 360-degree performance view.
Financial Budget ID	Linked to G/L Budgets. Each PP should be aligned to an approved fiscal budget.
Financial Year Code	Linked to Financial Year Code Table. This is used to determine the fiscal year code covered by the PP. Once the user selects the Financial Year Code, the system shall automatically validate and insert the Start and End Date fields of the PP.

HOME ACTIONS NAVIGATE REPORT
New | Edit View (Manage) | Procurement Plan Summary (Report) | OneNote Notes Links (Show Attached) | Refresh Clear Filter Go to Previous Next (Page)

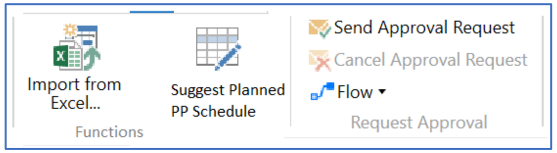
Genaral	
Code	PP0001
Description	KeRRA Procurement Plan (2019/2020)
Corporate Strategic Plan ID	CSP0001
Financial Budget ID	FIN-BUDG19/20
Financial Year Code	2019/2020
Start Date	01/07/2019
End Date	30/06/2020
Approval Status	Released
Created By	KERRA\USHINDI
Created On	01/07/2019
Creation Time	09:50:00
Statistics	
Total Budget (Goods)	38,000,000.00
Total Budget (Works)	16,454,400,000.00
Total Budget (Services)	42,000,000.00
Total Budgeted Spend	16,534,400,000.00
Total Actual Cost (Goods)	-
Total Actual Cost (Works)	-
Total Actual Cost (Services)	
Total Actual Spend	-
Spend %	-

Purchase Requirements

Procurement Category	Description	Procurement Type	Solicitation Type	Procurement Method	Primary Source of Funds	Total Quantity	Total Budgeted Cost	Total Actual Cost
10%CS	Procurement Plan for Fuel Levy Development and Equilization Fund Reimbursement	WORKS	OPENTENDER	Open Tender	10%CS	1	7,360,000,000.00	-
22% RMFL forCRC	Routine Maintainance Work Program (22% KeRRA)	WORKS	OPENTENDER	Open Tender	22% RMFL forCRC	1	6,252,400,000.00	-
10% RMFL forCRC	Routine Maintainance Work Program (10% KeRRA)	WORKS	OPENTENDER	Open Tender	10% RMFL forCRC	1	2,842,000,000.00	-
								-
KERRA/GOODS/04	Supply and printing of Staff Uniforms	GOODS	OPENTENDER	Open Tender	GOK	1	1,000,000.00	-
KERRA/GOODS/05	Supply of Assorted Office Furniture, Equipment's and Fittings	GOODS	OPENTENDER	Open Tender	GOK	1	490,000.00	-
KERRA/GOODS/06	Supply of Drinking Mineral Water	GOODS	OPENTENDER	Open Tender	GOK	1	100,000.00	-
KERRA/GOODS/07	Supply of Motor Vehicle Tyres and Tubes	GOODS	OPENTENDER	Open Tender	GOK	1	800,000.00	-
KERRA/GOODS/08	Supply of Motor Vehicle Batteries and Accessories	GOODS	OPENTENDER	Open Tender	GOK	1	677,000.00	-
KERRA/GOODS/09	Supply ,Installation of computers, laptops, Notepads,Tablets,Phones,Modems and related Consumables	GOODS	OPENTENDER	Open Tender	GOK	1	1,200,000.00	-
KERRA/GOODS/10	Supply of Application Software (Office Suit, Operating Systems)	GOODS	OPENTENDER	Open Tender	GOK	1	691,000.00	-
KERRA/GOODS/11	Supply of Hardware item	GOODS	OPENTENDER	Open Tender	GOK	1	200,000.00	-
KERRA/SERVICE/01	Provision of Air Travel Services (Ticketing)	SERVICES	OPENTENDER	Open Tender	GOK	1	340000	-
KERRA/SERVICE/02	Provision of Towing Services	SERVICES	OPENTENDER	Open Tender	GOK	1	25000	-
KERRA/SERVICE/03	Provision of Legal Services	SERVICES	OPENTENDER	Open Tender	GOK	1	200000	-
KERRA/SERVICE/04	Provision of Vehicle Insurance Cover Services	SERVICES	OPENTENDER	Open Tender	GOK	1		
	Provision of Motor Vehicles Repairs and Maintenance							

Start Date	Date to be validated as the start date of the financial year, based on selected financial year code
End Date	Date to be validated as the end date of the financial year, based on selected financial year code
Total Budget (Goods)	A caldfield that sums all the budgeted costs for all the procurement line entries in the PP that have a Procurement Type of Goods
Total Budget (Works)	A caldfield that sums all the budgeted costs for all the procurement line entries in the PP that have a Procurement Type of Works
Total Budget (Services)	A caldfield that sums all the budgeted costs for all the procurement line entries in the PP that have a Procurement Type of Services
Total Budgeted Spend	A caldfield that sums all the budgeted costs for all the procurement line entries in the PP
Total Actual Cost (Goods)	A calcfield that sums all actual costs for all the procurement line entries in the PP, as filtered from the vendor detailed ledger entries, with a Procurement Type of Goods
Total Actual Cost (Works)	A calcfield that sums all actual costs for all the procurement line entries in the PP, as filtered from the vendor detailed ledger entries, with a Procurement Type of Works
Total Actual Cost (Services)	A calcfield that sums all actual costs for all the procurement line entries in the PP, as filtered from the vendor detailed ledger entries, with a Procurement Type of Services
Total Actual Spend	A calcfield that sums all actual costs for all the procurement line entries in the PP, as filtered from the vendor detailed ledger entries
Spend %	Computed as a percentage of Total Actual Spend/Total Budgeted Spend. NB: If Total Budgeted Spend is zero, the system sets the Spend % to 0, by default, to avoid zero-division errors.
Approval Status	Approval status of the PP based on workflows.
Created By	User ID of creator (Linked to User Setup)

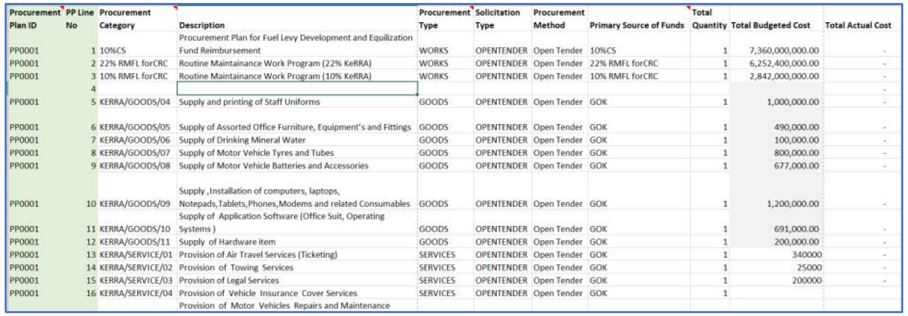
Procurement Plan Card=>Actions



- *Import From Excel* -This shall be an an import XMLport function that enables the planner to load the procurement plan lines and their related PP entries.
- *Suggest Planned PP Schedule* - When the user runs the *Suggest Planned PP* Schedule batch job (On the PP Card), the system shall generate the draft PP schedule. The default planned duration (Days) field in the PP Purchase Activity Schedule table is automatically populated based on the setups done in the Solicitation Activity Schedule Table (Filter based on solicitation type applied in the PP entry). The planned dates are also computed by summing the planned duration (Days) to the Procurement Start Date defined for each PP entry.
- *Send Approval Request*-This function is mapped to the workflow engine on the system to support approvals of the PP.

Created On	Timestamp details during record creation
Creation Time	Timestamp details during record creation

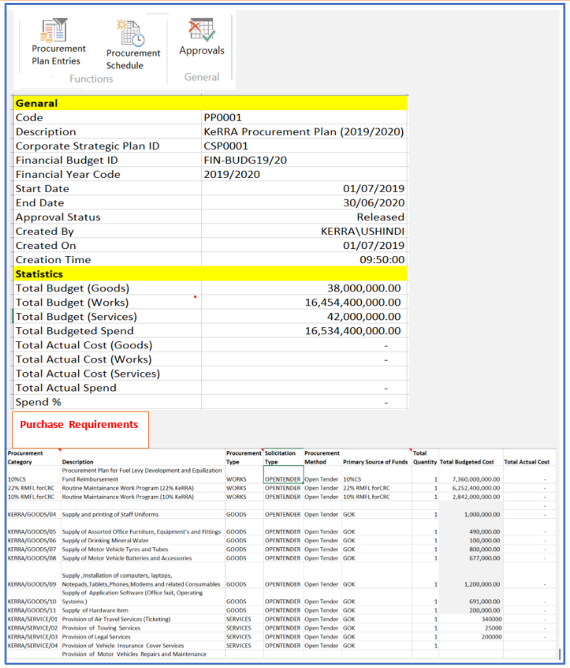
Procurement Plan Line Table



Procurement Plan ID	PP Line No	Procurement Category	Description	Procurement Type	Solicitation Type	Procurement Method	Primary Source of Funds	Total Quantity	Total Budgeted Cost	Total Actual Cost
PP0001	1	10%CS	Procurement Plan for Fuel Levy Development and Equilization Fund Reimbursement	WORKS	OPENTENDER	Open Tender	10%CS	1	7,360,000,000.00	-
PP0001	2	22% RMFL forCRC	Routine Maintainance Work Program (22% KeRRA)	WORKS	OPENTENDER	Open Tender	22% RMFL forCRC	1	6,252,400,000.00	-
PP0001	3	10% RMFL forCRC	Routine Maintainance Work Program (10% KeRRA)	WORKS	OPENTENDER	Open Tender	10% RMFL forCRC	1	2,842,000,000.00	-
	4									-
PP0001	5	KERRA/GOODS/04	Supply and printing of Staff Uniforms	GOODS	OPENTENDER	Open Tender	GOK	1	1,000,000.00	-
PP0001	6	KERRA/GOODS/05	Supply of Assorted Office Furniture, Equipment's and Fittings	GOODS	OPENTENDER	Open Tender	GOK	1	490,000.00	-
PP0001	7	KERRA/GOODS/06	Supply of Drinking Mineral Water	GOODS	OPENTENDER	Open Tender	GOK	1	100,000.00	-
PP0001	8	KERRA/GOODS/07	Supply of Motor Vehicle Tyres and Tubes	GOODS	OPENTENDER	Open Tender	GOK	1	800,000.00	-
PP0001	9	KERRA/GOODS/08	Supply of Motor Vehicle Batteries and Accessories	GOODS	OPENTENDER	Open Tender	GOK	1	677,000.00	-
PP0001	10	KERRA/GOODS/09	Supply ,Installation of computers, laptops, Notepads,Tablets,Phones,Modems and related Consumables	GOODS	OPENTENDER	Open Tender	GOK	1	1,200,000.00	-
PP0001	11	KERRA/GOODS/10	Supply of Application Software (Office Suit, Operating Systems)	GOODS	OPENTENDER	Open Tender	GOK	1	691,000.00	-
PP0001	12	KERRA/GOODS/11	Supply of Hardware item	GOODS	OPENTENDER	Open Tender	GOK	1	200,000.00	-
PP0001	13	KERRA/SERVICE/01	Provision of Air Travel Services (Ticketing)	SERVICES	OPENTENDER	Open Tender	GOK	1	340000	-
PP0001	14	KERRA/SERVICE/02	Provision of Towing Services	SERVICES	OPENTENDER	Open Tender	GOK	1	25000	-
PP0001	15	KERRA/SERVICE/03	Provision of Legal Services	SERVICES	OPENTENDER	Open Tender	GOK	1	200000	-
PP0001	16	KERRA/SERVICE/04	Provision of Vehicle Insurance Cover Services	SERVICES	OPENTENDER	Open Tender	GOK	1		
			Provision of Motor Vehicles Repairs and Maintenance							

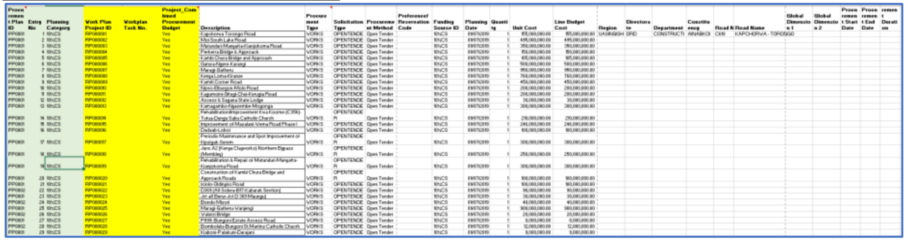
- This is the line table for the PP with the following key fields:

Field	Description
PP ID	Linked to Procurement Plan Record (Part of primary key)
PP Line No	Auto-increasing line number that is part of the primary key
Procurement Category	Linked to Procurement Category Table. The procurement requirements shall be grouped as per the defined Procurement Categories in order for the Company to have a standard structure for planning while supporting end-to-end tracking of purchase documents from prequalification, sourcing and fulfilment.
Description	Description of the procurement requirements. The default shall be based on the selected procurement category
Procurement Type	Defines the Procurement Type (Goods, Works or Services) that is mapped to the procurement requirement. The default Procurement type shall be populated based on the selected Procurement Category. It is linked to the Procurement Type Table.
Solicitation Type	Linked to Solicitation Type Table. When the solicitation type is selected, the system should populate the Procurement Method field in the PP line table.



Procurement Method	Linked to Procurement Method Table. When the solicitation type is selected, the system shall populate the Procurement Method field in the PP line table.
Funding Source Code	Each procurement requirement should have a defined funding source (This is linked to the Funding source table)
Total Quantity	Calcfield that sums the total quantity based on applying a filter in the Procurement Plan Entry Table.
Total Budgeted Cost	Calcfield that sums the total budgeted cost based on applying a filter in the Procurement Plan Entry Table.
Total Actual Cost	Calcfield that sums the total actual cost based on applying a filter in the detailed vendor ledger entry Table.

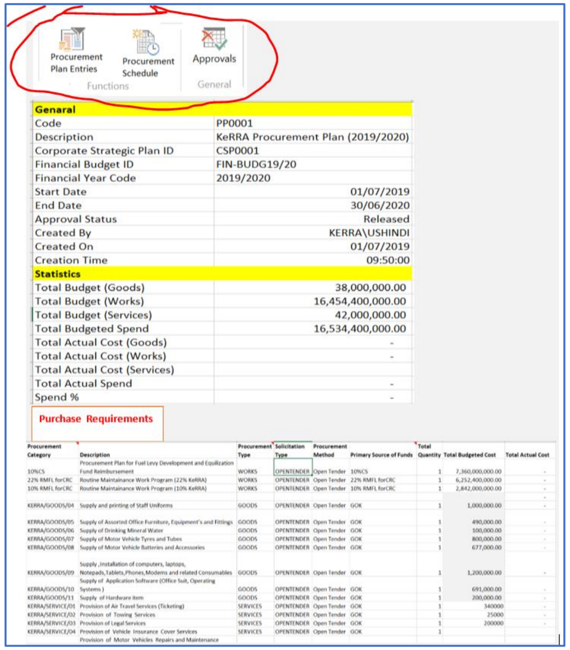
Procurement Plan Entry Table

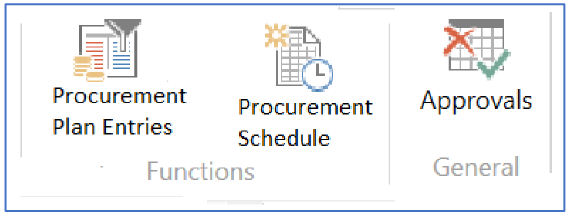


- This is the entry table for the PP with the following key fields:

Field	**Definition**
PP ID	Links to the Master PP
Entry No	Auto-generated entry number that is part of the primary key
Procurement Category	Linked to Procurement Category Table. The procurement requirements shall be grouped as per the defined Procurement Categories in order for the Company to have a standard structure for planning while supporting end-to-end tracking of purchase documents from prequalification, sourcing and fulfilment.

Procurement Plan Card=>Navigate



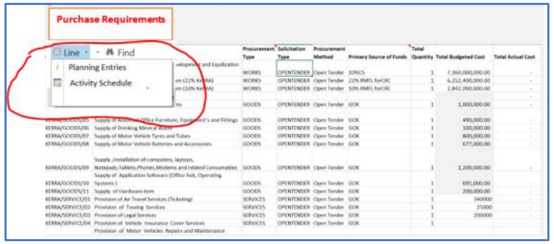


- *Procurement Plan Entries*-The function shall allow the planner to view all the PP entries defined for a given procurement plan. It is linked to the Procurement Plan Entry Table.

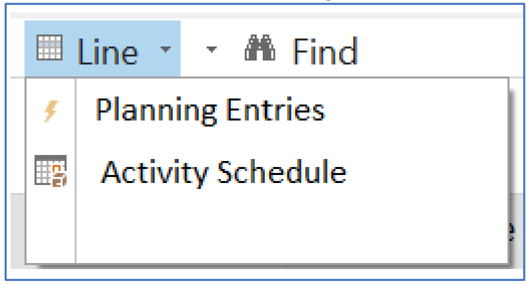
Project Work Plan ID	The detailed project-based work-plan shall be selected and linked to the procurement entry for budget synchronization purposes (Linked to the Jobs Table with filters for Planning/Ongoing projects). This field assumes that the operation/core teams shall have developed detailed project work-plans (For each engagement) and provisioned the procurement budget thereof, based on the approved funding schedule. NB: Each RC such as a Region, shall have its approved Funding schedule for each financial year code, that shall form the basis for the detailed Project-based workplans. Exchequer funding for overhead costs shall be setup as a different project work-plan (Separate from core operational work-plans).
Workplan Task No.	The system shall allow the user to select the specific budget lines from an approved project work-plan and tie it to the procurement plan entry. This field shall only be filled for project work-plans that do not support Combined Procurement Budget (The *Combine Procurement Budget* field on the Job is set to FALSE) ie. Each task line on the Work-plan is independent hence requiring each procurement entry to be mapped to its own task line (Example: A workplan for GoK Exchequer funding for Overheads and Administrative costs shall have split budget lines for each cost item and responsibility center. In this case, the project work-plan for it shall not support Combined procurement budgeting). In case of project workplans that support combined procurement budget (e.g. a Road project that shall be fully outsourced to an external vendor and the entire project budget assumed to match the procurement budget), the system shall not allow the user to define the Task lines (Due to combined workplan budget amount).
Project_Combined Procurement Budget	Un-editable Boolean field that the system shall lookup and auto-populate based on the selected Project Workplan ID (The system shall lookup the value of the Jobs.*Combine Procurement Budget* field)
Description	A description of the procurement plan entry. The system shall default this to the description on the Project workplan selected. In case the Task No. is selected, the system shall

- *Procurement Schedule*-The function shall allow the planner to view all the PP schedule entries (both planned and actual schedule for all procurement activities mapped to each PP entry) defined for a given procurement plan. It is linked to the PP Purchase Activity Schedule Table.
- *Approvals*-It enables the planner to view all the approval entries for a given procurement plan. It is linked to the Workflows Entries Buffer Table (T832) with filters for the specific PP record.

Procurement Plan Line Functions



Each PP Line has the following key functions:



- *Planning Entries*-This function enables the planner to view or edit the procurement plan entries related to a given procurement plan line. It is linked to the Procurement Plan Entry Table (Filtered per PP line).

	overwrite the original description and replace it with the Task Line Description from the Project Workplan.
Procurement Type	Linked to Procurement Type Table. This field shall automatically be filled in based on the procurement type selected on the PP Line.
Solicitation Type	Linked to Solicitation Type Table. This field shall automatically be filled in based on the solicitation type selected on the PP Line.
Procurement Method	This field shall automatically be filled in based on the procurement method defined on the PP Line.
Preference/Reservation Code	Used to indicate whether this entry has been preserved or reserved for a particular vendor category such as special group vendors. NB: If there is no preference & reservation scheme for a given entry, then this field should be left blank.
Funding Source ID	This is linked to the Funding source table. This field shall automatically be filled in based on the funding source ID defined on the PP Line.
Planning Date	This is the budgeting period for this entry. By default, all PP entries shall have a planning date set to the PP Start Date.
Quantity	Default quantity for the procurement requirement lot defined. By default, all entries shall have a quantity of 1.
Unit Cost	This is the budgeted unit cost for each PP entry.
Line Budget Cost	This is the line amount for each entry (Computed by multiplying the quantity and the unit cost)
Region	Linked to the Responsibility center table (Filter for operating units of type Region). NB: If the project workplan is selected, the system shall by default populate this field based on the setups under the workplan.
Directorate	Linked to the Responsibility center table (Filter for operating units of type Directorate). NB: If the project workplan is selected, the system shall by default populate this field based on the setups under the workplan.
Department	Linked to the Responsibility center table (Filter for operating units of type Department). NB: If the project workplan is selected, the system shall by default populate this field based on the setups under the workplan.

- *Activity Schedule*-This function enables the planner to view or edit the procurement schedule entries related to a given procurement plan line. It is linked to the PP Purchase Activity Schedule Table (Filtered per PP line).

Constituency	Linked to the Constituency table (This is key for Road works/projects that have to be done per Constituency). NB: If the project workplan is selected, the system shall by default populate this field based on the setups under the workplan.
Road Code	Linked to the Road codes list page (Mapped to fixed asset table with FA Type::Road). NB: If the project workplan is selected, the system shall by default populate this field based on the setups under the workplan.
Road Name	Un-editable description of the Road based on the selected Road code.
Global Dimension 1	Linked to dimension values for the global dimension 1
Global Dimension 2	Linked to dimension values for the global dimension 2
Procurement Start Date	An information field that shows the estimated start date for the procurement process for each entry. This field can be used to determine the procurement activities that have been scheduled for each quarter.
Procurement End Date	An information field that shows the estimated end date for the procurement process for each entry. This field can be used to determine the procurement activities that have been scheduled for completion in each quarter.
Procurement Duration (Days)	A calculated field that gets the duration (in days) from the Start to the end of the procurement cycle.

PP Purchase Activity Schedule Table

Procurement Plan ID	Planning Category	PP Entry	Line No	Solicitation Type	Procurement Activity Code	Activity Description	Default Planned Duration (Days)	Actual Duration (Days)	Planned Dates	Actual Dates
PP0001	10%CS	1	1	OPENTENDER	1-INVITE	Invite Tender	0		13/07/2019	
PP0001	10%CS	1	2	OPENTENDER	2-OPEN	Open Tender	14		27/07/2019	
PP0001	10%CS	1	3	OPENTENDER	3-EVALUATE	Bid Evaluation	52		17/09/2019	
PP0001	10%CS	1	4	OPENTENDER	4P-OPINION	Professional Opinion/Tende	23		10/10/2019	
PP0001	10%CS	1	5	OPENTENDER	5-AWARD	Notification of Award	15		25/10/2019	
PP0001	10%CS	1	6	OPENTENDER	6-CONTRACT	Signing of Contract	21		15/11/2019	
PP0001	10%CS	1	7	OPENTENDER	7-KICKOFF	Work Commencement	30		15/12/2019	
PP0001	10%CS	1	8	OPENTENDER	8-CLOSEOUT	Completion of works				

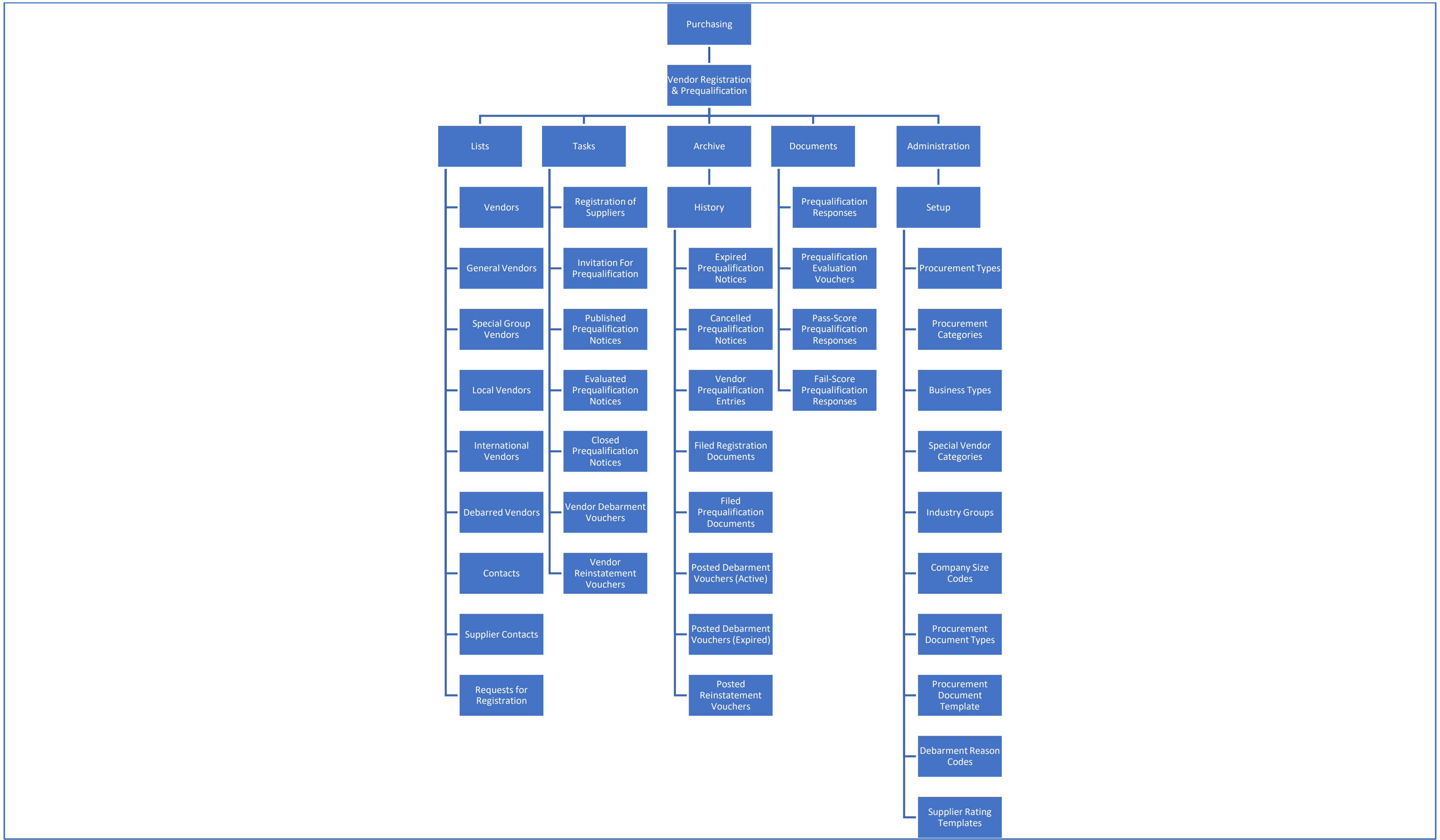
- This is the table used to maintain the planned and actual schedule of procurement activities, in terms of duration (days) and dates, for each PP entry.
- When the user runs the *Suggest Planned PP* Schedule batch job (On the PP Card), the system shall generate the draft PP schedule. The default planned duration (Days) field in this table is automatically populated based on the setups done in the Solicitation Activity Schedule Table (Filter based on solicitation type applied in the PP entry). The planned dates are also computed by summing the planned duration (Days) to the Procurement Start Date defined for each PP entry.
- The key fields of the PP Purchase Activity Schedule table include:

Field	**Definition**
Procurement Plan ID	Linked to the Procurement Plan Table (Part of primary key). It shall be inherited from the Procurement Plan Entry table
Procurement Category	Linked to the Procurement Category Table (Part of primary key). It shall be inherited from the Procurement Plan Entry table
PP Entry	Entry number that shall be inherited from the Procurement Plan Entry table as part of the Primary key
Line No	Auto-generate line number that shall be part of the primary key
Solicitation Type	Linked to the Solicitation Type defined in the Procurement Plan Entry Table
Activity Code	Linked to the Procurement Activity Code Table. It shall be auto populated when the *Suggest Planned PP Schedule* batch job is run. This field shall be the Activity codes defined in the Solicitation Activity Schedule Table (Filtered as per the solicitation type selected for each PP entry)
Activity Description	Look-up of the Activity Description from the Procurement Activity Code Table (Based on Activity Code defined)
Default Planned Duration (Days)	This field shall be auto populated when the *Suggest Planned PP Schedule* batch job is run, to determine the estimated duration (days) that each activity shall take. The default duration estimates are pulled from the Solicitation Activity Schedule Table (Filtered as per the solicitation type selected for each PP entry). The Planner can overwrite this field on a case by case basis (e.g. through data importation of the PP schedule).

Planned Dates	This field shall be auto populated when the *Suggest Planned PP Schedule* batch job is run, to determine the planned due dates for each procurement activity defined for the PP entry. The planned dates are computed by summing the planned duration (Days) to the Procurement Start Date defined for each PP entry.
Actual Duration (Days)	This field shall be auto-completed during the execution of the Procure-to-Pay cycle for each RFI and Invitation for Supply transaction.
Actual Dates	This field shall be auto-completed during the execution of the Procure-to-Pay cycle for each RFI and Invitation for Supply transaction.

1.2.2. Detailed design for the Vendor Registration & prequalification functionality

1.2.2.1. Navigation design for the Vendor registration & prequalification functionality



Navigation summary for the Vendor Registration & Prequalification functionality		
Functionality	**Description and Table relations**	**Applicable Controls/Filters**
Lists		
a) Vendors	A list of all registered suppliers that the procuring entity can trade with.	• Filter Active Vendors (Blocked::False)
b) General Vendors	A list of all Active registered general suppliers (Linked to Vendor Table T23)	• Filter Active Vendors (Blocked::False) • Filter General Suppliers (Vendor Cluster::General)
c) Special Group Vendors	A list of all Active registered special group suppliers (Linked to Vendor Table T23)	• Filter Active Vendors (Blocked::False) • Filter General Suppliers (Vendor Cluster::Special)
d) Local Vendors	A list of all Active registered Local suppliers (Linked to Vendor Table T23)	• Filter Active Vendors (Blocked::False) • Filter General Suppliers (Vendor Type::Local)
e) International Vendors	A list of all Active registered International suppliers (Linked to Vendor Table T23)	• Filter Active Vendors (Blocked::False) • Filter General Suppliers (Vendor Type::Foreign)
f) Debarred Vendors	A register of all debarred suppliers with their debarment period. The system checks to ensure that debarred vendors can neither be prequalified nor procured from. This list is linked to the Vendor Table (Filter where vendor is Blocked and Debarred::TRUE)	• None
g) Contacts	A list of all Contacts available-(Linked to Contacts Table T5050 and mapped to Contacts list page 5052)	• None
h) Supplier Contacts	A list of Contacts that are linked to Vendor records only (Linked to Contact Business Relation Table T5054)	• Filter contacts from T5054 where Link to Table::Vendor (With ability to open the Contact Card)
i) Requests for Registration	This shall be a list of all registration requests that have been submitted by vendors through the e-Procurement portal. The list shall be linked to the Contacts Table T5050 (A separate List page shall be created to display requests from the Portal only i.e. Contacts.Portal Request::TRUE	• Filter Contacts table such that: Contacts.Portal Request::TRUE
Tasks		
j) Invitation For Prequalification	A list of all IFPs raised on the system (Linked to the Request For Information Table)	• Filter IFPs from the Request For Information Table by applying a filter such that: Document Type::Invitation For Prequalification

k) Published Prequalification Notices	A list of Invitation for prequalifications (Linked to Request for information table) with a Document status of Published. These IFPs are available/visible on the portal	• IFPs where RFI.Document Status::Published
l) Evaluated Prequalification Notices	A list of Invitation for prequalifications (Linked to Request for information table) with a Document status of Evaluation (They are at the evaluation stage).	• IFPs where RFI.Document Status::Published
m) Closed Prequalification Notices	A list of Invitations for prequalification (Linked to Request for information table) with a Document status of Closed. Closed IFPs are those that evaluation has been completed, overall scores assigned, and vendor prequalification entries posted for the successful (Pass-score) prequalification responses linked to the IFP.	• IFPs where Document Status::Closed
n) Registration of Suppliers	A list that opens the Vendor Registration Card, where a user can update all the key details of the vendor being registered. NB: Authorized users can also request for update of their details via the E-Procurement portal. When such requests are received by the back-office, they shall be approved before updating the vendor details through the Vendor Registration Card.	• None
o) Vendor Debarment Vouchers	A list that opens the vendor debarment voucher, where authorized users can book all debarred vendors and provide the debarment reasons. The voucher allows for debarment of one or multiple vendors on a single source document that has to be approved. (Linked to Vendor Debarment Voucher Table)	• None
p) Vendor Reinstatement Vouchers	A list that opens the vendor reinstatement voucher, where authorized users can record all vendors who have been reinstated into normal trading status after either expiry of the debarment period or successful appeal of the debarment.	•
Archive		
q) Expired Prequalification Notices	A list that displays expired IFPs (IFPs where Submission end date and end times have expired). It is linked to the Request For Information table	• Filter IFPs from the Request For Information Table by applying a filter such that: Document Type::Invitation For Prequalification • Filter expired IFPs by ensuring that Submission End Date<TODAY and Submission End Time<Current Time
r) Cancelled Prequalification Notices	A list that displays Cancelled IFPs that no responses and evaluations should be done against. NB: If an IFP is cancelled (By running the *Cancel IFP* Action) after some vendor prequalification entries had been posted, the system shall set those entries to blocked::True. It is linked to the Request For Information table	• IFPs where Document Status::Cancelled

s) Vendor Prequalification Entries	An un-editable list of all prequalification entries posted on the system when the *Close IFP* function is run. Authorized users can view the entire prequalification entry list and filter accordingly. It is linked to the Vendor Prequalification Entry Table.	• None
t) Filed Registration Documents	A list of all supporting documents that have been attached and submitted by the vendors during the registration process. This list is linked to the Vendor Filed Reg Document table	• None
u) Filed Prequalification Documents	A list of all supporting documents that have been attached and submitted by the vendors during the prequalification response process. This list is linked to the RFI Response Filed Document table	• None
v) Posted Debarment Vouchers (Active)	A list of vendor debarment voucher lines that have been posted and the debarment order is still one (Debarment order is yet to expire i.e. the ineligibility end date >=TODAY). This list is linked to the Vendor Debarment Line table	• Vendor Debarment Line. Document Type::Debarment • Vendor Debarment Line. Posted::TRUE • Vendor Debarment Line. Ineligibility End Date >=TODAY
w) Posted Debarment Vouchers (Expired)	A list of vendor debarment voucher lines that have been posted and the debarment order is expired (the ineligibility end date <TODAY). This list is linked to the Vendor Debarment Line table. NB: Expired vendor debarment lines shall not appear on the e-Procurement portal.	• Vendor Debarment Line. Document Type::Debarment • Vendor Debarment Line. Posted::TRUE • Vendor Debarment Line. Ineligibility End Date <TODAY
x) Posted Reinstatement Vouchers	A list of all posted vendor reinstatement voucher lines. This list is linked to the Vendor Debarment Line table.	• Vendor Debarment Line. Document Type::Reinstatement • Vendor Debarment Line. Posted::TRUE
Documents		
y) IFP Responses	A list of all responses received from suppliers regarding a published Invitation for Prequalification (IFP)	• None
z) Prequalification Evaluation Vouchers	A list of all prequalification evaluations done on the system. It is linked to the Prequalification Evaluation Header table.	• None
aa) Pass-Score Prequalification Responses	A list of Prequalification Responses (Linked to RFI Response table) with a Document status of Closed. Pass-Score Prequalification Responses are those that have been evaluated and an overall PASS score assigned to one, multiple or all the linked prequalification category lines. They are automatically posted to the vendor prequalification entry table (To show that the vendor is now prequalified for a particular category and for a specific period) when the *Close IFP* Action is executed on the parent IFP. The prequalification category lines of Pass-Score Responses shall only	• RFI Response.Document Status::Closed • IFP Response Line.Final Evaluation Decision::Pass

	filter procurement categories that have been assigned an overall PASS score (IFP Response Line.Final Evaluation Decision::Pass)	
bb) Fail-Score Prequalification Responses	A list of Prequalification Responses (Linked to RFI Response table) with a Document status of Closed. Fail-Score Prequalification Responses are those that have been evaluated and an overall FAIL score assigned to one, multiple or all the linked prequalification category lines. They are NOT posted to the vendor prequalification entry when the *Close IFP* Action is executed on the parent IFP. The prequalification category lines of Fail-Score Responses shall only filter procurement categories that have been assigned an overall FAIL score (IFP Response Line.Final Evaluation Decision::Fail)	• RFI Response.Document Status::Closed • IFP Response Line.Final Evaluation Decision::Fail
Administration & Setups		
cc) Procurement Types	A setup used to define the procurement types as Goods, Works or Services. Every procurement category on the system is linked to these Procurement Types (Linked to Procurement Type table)	None
dd) Procurement Categories	A list of all the Procurement categories setup in the system. Linked to *Procurement Categories* Table	None
ee) Business Types	A setup used to classify vendor businesses into Business Types based on ownership types such as sole proprietorship, partnerships and registered companies (Linked to Business Type Table)	None
ff) Vendor Categories	This is a matrix setup that allows the Procurement team to define high-level vendor categories that can be mapped to the vendor cluster (General or Special) and vendor type (Local or Foreign) setups; when a supplier is assigned a vendor category, the system automatically inherits the vendor cluster and vendor type mappings.	None
gg) Industry Groups	A setup list of all industry groups that vendors can be mapped to (Linked to Industry Group Table T5057)	None
hh) Company Size Code	A setup list that defines sizes of the organizations based on No. of employees. This is then used to quickly analyses the number of registered vendors under each category and the manpower capacity of each supplier.	None
ii) Procurement Document Types	A setup list for all procurement document types that can be provided by a vendor during the different stages of the vendor registration and procure-to-pay processes. The documents are classified into different classes such as pre-contract documents, contract-stage document, and post-contract/transactional documents. This setup is critical to ensure proper document indexing when handling the vendor registration and bid response processes on the system. It is linked to the Procurement Document Type Table.	None

jj) Procurement Document Template	This setup is used to define templates that list all the procurement document types that are usually attached/filed on the system during the different procure-to-pay processes. Each template is linked to a Procurement Type in order to manage unique documents that may be required during vendor prequalification and sourcing processes for Goods, Works or Services. Each template defines the procurement document types linked to the following key processes: • Registration/Prequalification • Expression of Interest (EOI) responses • Invitation For Supply (IFS)-This is split into document requirements for Requests For Quotation (RFQ) and Invitation To Tender (ITT) responses. • Negotiations/Contracts-This lists all documents used at the contract issuance stage, that may have to be filed/attached on the system such as scanned Contract Award Acknowledgement/Receipt letter from the supplier. • Transactional-These are documents that may be exchanged between the vendor and the procuring entity during procurement transactional proceedings.	None
kk) Debarment Reasons	A setup of all vendor debarment and reinstatement reason codes. Each debarment/reinstatement voucher line (Transaction) is linked to a given reason code. The system also allows you to quickly track the number of vendors who have been debarred/reinstated per reason code. It is linked to the Debarment Reason Code table	None
ll) Vendor Rating Templates	This is a setup for the different rating templates to be used when evaluating suppliers during processes such as • Vendor Due Diligence • Supplier Performance Appraisal • Prequalification Scoring • EOI Scoring. Each template defines the criteria group, list of requirements per criteria group and a detailed evaluation criterion (Scoring rules) for each requirement.	None

1.2.2.2. Detailed relational and control design for the Vendor registration & prequalification functionality

Registration of suppliers means the process of identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time (but not exceeding more than two years as per the PPADA 2015), and maintaining them for the purpose of inviting them on rotational basis for subsequent tendering proceedings (solicitations) such as request for quotations or restricted tendering, that may arise during the period of listing.

The section below summarizes the relational model and control design for the Vendor registration and prequalification functionality of the P&SM:

<table>
<tr><th>Requirement ID</th><th>Requirement Description</th><th>Category</th><th>Database Design Approach</th><th>Control Design Approach</th></tr>
<tr>
<td>PUR-REG-SETUP-001 Business Types</td>
<td>Ability to setup the different Business Types and map them to Suppliers</td>
<td>Customization</td>
<td><u>Business Process</u>

Business Type is a setup used to classify vendor businesses based on ownership types such as sole proprietorship, partnerships and registered companies (Linked to Business Type Table).
All registered suppliers shall be mapped to a specific Business Type.

<u>Business Type Table</u>

This table shall be used to setup the different Business Types applicable.
Key fields include:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Code</td><td>A code for each Business Type (Primary key)</td></tr>
<tr><td>Ownership Type</td><td>Categories of ownership that the user can select from. The options include Sole ownership (Proprietorship), Partnership or Registered Company</td></tr>
<tr><td>Description</td><td>Description of the Business Type</td></tr>
<tr><td>No. of Vendors</td><td>Un-editable calculated field that counts the number of Vendors under each Business Type (A user can drill-down and view the list of vendors)</td></tr>
</table>
</td>
<td>Business Type List Page=>Home
The default HOME Tab shall be structured as follows:


<table>
<tr><th>Code</th><th>Ownership Type</th><th>Description</th><th>No. of Vendors</th></tr>
<tr><td>PARTNERSHIP</td><td>Partnership</td><td>Limited Liability Partnerships</td><td>34</td></tr>
<tr><td>PRLC</td><td>Registered Company</td><td>Private Limited Company</td><td>647</td></tr>
<tr><td>PULC</td><td>Registered Company</td><td>Public Limited Company</td><td>66</td></tr>
<tr><td>SOLE-PROP</td><td>Sole Ownership</td><td>Sole Proprietorship/Ownership</td><td>1</td></tr>
</table>

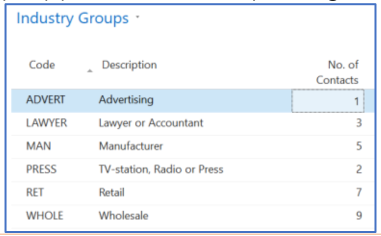
Vendors-Used to list all vendors under each Business Type (Linked to Vendor Table)

</td>
</tr>
<tr>
<td>PUR-REG-SETUP-002 Vendor Categories</td>
<td>Ability to setup the different Vendor Categories and map</td>
<td>Customization</td>
<td><u>Business Process</u>

This is a matrix setup that allows the Procurement team to define high-level vendor categories that can be mapped to the vendor cluster (General or Special) and vendor type (Local or Foreign) setups; when a supplier is assigned a vendor category, the system automatically inherits the vendor cluster and vendor type mappings.

</td>
<td>Vendor Category List Page=>Home
The default HOME Tab shall be structured as follows:</td>
</tr>
</table>

<table>
<tr>
<td></td>
<td>them to Suppliers</td>
<td></td>
<td>
All registered suppliers shall be mapped to a specific Vendor Category.
<u>Vendor Category Table</u>
This table shall be used to setup the different vendor categories applicable.
Key fields include:
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Code</td><td>A code for each Vendor Category (Primary key)</td></tr>
<tr><td>Description</td><td>Description of the Vendor category/group Type</td></tr>
<tr><td>Vendor Group</td><td>A classification of vendors into either General or Special groups</td></tr>
<tr><td>Vendor Type</td><td>Classification of vendors into either local or foreign (International) groups</td></tr>
<tr><td>Default Certifying Agency</td><td>An informational field that allows you to capture the details of the certifying agency (and its URL) that can be used to verify a specific category of vendors. In Kenya, special group vendors (such as Youth, Women and PWDs) are issued with special group certificates through the Access to Government Procurement Opportunities (AGPO) scheme</td></tr>
<tr><td>Certifying Agency URL</td><td>A website link that users can quickly follow in case they need to verify certificate details for a given vendor under a specific category.</td></tr>
<tr><td>No. of Vendors</td><td>Un-editable calculated field that counts the number of Vendors under each vendor category Type (A user can drill-down and view the list of vendors)</td></tr>
</table>
</td>
<td>

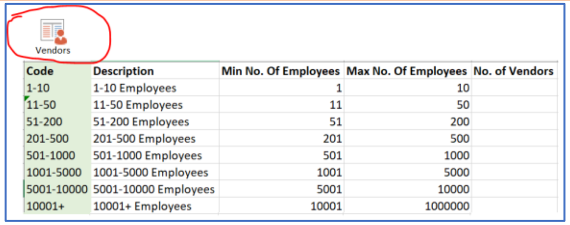

Vendors-Used to list all vendors under each Vendor Category (Linked to Vendor Table)
</td>
</tr>
<tr>
<td>PUR-REG-SETUP-003 Industry Groups</td>
<td>Ability to setup the Industry groups and map them to Suppliers</td>
<td>Configuration</td>
<td>
This is a standard configuration table on NAV (T 5057) that shall be used to classify suppliers into industry categories

Industry Groups
<table>
<tr><th>Code</th><th>Description</th><th>No. of Contacts</th></tr>
<tr><td>ADVERT</td><td>Advertising</td><td>1</td></tr>
<tr><td>LAWYER</td><td>Lawyer or Accountant</td><td>3</td></tr>
<tr><td>MAN</td><td>Manufacturer</td><td>5</td></tr>
<tr><td>PRESS</td><td>TV-station, Radio or Press</td><td>2</td></tr>
<tr><td>RET</td><td>Retail</td><td>7</td></tr>
<tr><td>WHOLE</td><td>Wholesale</td><td>9</td></tr>
</table>
</td>
<td>
Each Vendor shall be mapped to an Industry Group code.
The Industry Group List shall be enhanced to give a count of No. of Vendors under each Industry Group.
</td>
</tr>
<tr>
<td>PUR-REG-SETUP-004 Company Size Code</td>
<td>Ability to setup different Company size</td>
<td>Customization</td>
<td>
<u>Business Process</u>
During registration of vendors, a procuring entity may require each vendor to indicate their company size code based on their current number of employees. This information is then used to quickly analyze
</td>
<td><u>Company Size Code List Page=>Home</u></td>
</tr>
</table>

codes, based on number of employees and map them to the different registered suppliers

the number of registered vendors under each size code as one of the supplier capability indicators/statistics.

Company Size Code Table

- It is used to setup the company sizes based on number of employees. Key fields include Code, Description, Min No. of Employees (Minimum staff numbers for the band), Max No. of Employees (Maximum number of employees for a given band/code) and No. of Vendors (Un-editable calcfield that sums the total number of vendors mapped to a given company size code/band).



Code	Description	Min No. Of Employees	Max No. Of Employees	No. of Vendors
1-10	1-10 Employees	1	10	
11-50	11-50 Employees	11	50	
51-200	51-200 Employees	51	200	
201-500	201-500 Employees	201	500	
501-1000	501-1000 Employees	501	1000	
1001-5000	1001-5000 Employees	1001	5000	
5001-10000	5001-10000 Employees	5001	10000	
10001+	10001+ Employees	10001	1000000	

- *Vendor*-This Action is used to list all the vendors who have been mapped to a specific Company Size Code (Linked to Vendor Table)

PUR-REG-SETUP-005 Procurement Document Types

Ability to setup the different Procurement document types, that a supplier can submit during registration/prequalification and bid response.

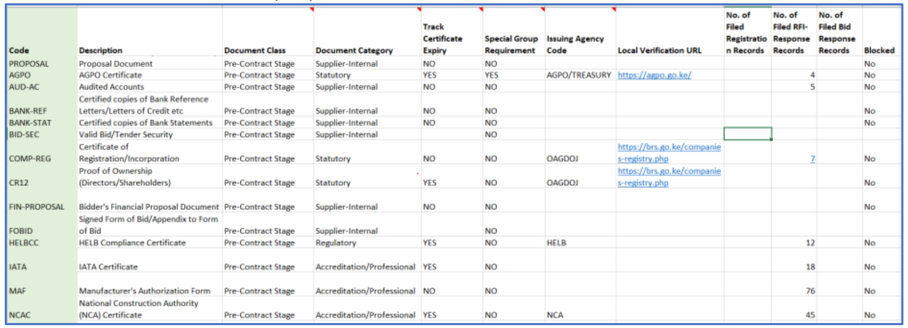
Customization

Business Process

- The vendor registration and bid response processes require the vendors to submit different documents such as audited accounts, certificate of incorporation, tax compliance documents etc
- In order to achieve a better document index for the Procurement and sourcing function, the system supports the definition of the high-level procurement document types that can be submitted and attached (Some are submitted via the E-Procurement portal).

Procurement Document Type Table

- This table is used to setup all the document types to be used during the Procure-to-pay activities.

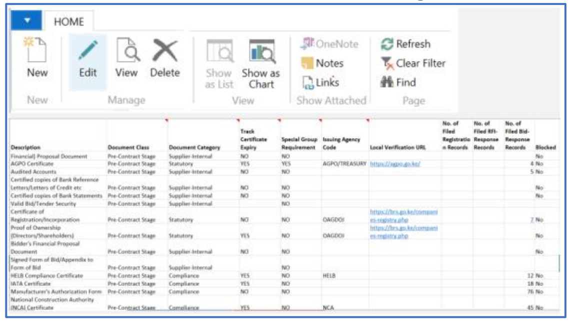


Code	Description	Document Class	Document Category	Track Certificate Expiry	Special Group Requirement	Issuing Agency Code	Local Verification URL	No. of Filed Registration Records	No. of Filed RFI-Response Records	No. of Filed Bid Response Records	Blocked
PROPOSAL	Proposal Document	Pre-Contract Stage	Supplier-Internal	NO	NO						No
AGPO	AGPO Certificate	Pre-Contract Stage	Statutory	YES	YES	AGPO/TREASURY	https://agpo.go.ke/		4		No
AUD-AC	Audited Accounts	Pre-Contract Stage	Supplier-Internal	NO	NO				5		No
BANK-REF	Certified copies of Bank Reference Letters/Letters of Credit etc	Pre-Contract Stage	Supplier-Internal	NO	NO						No
BANK-STAT	Certified copies of Bank Statements	Pre-Contract Stage	Supplier-Internal	NO	NO						No
BID-SEC	Valid Bid/Tender Security	Pre-Contract Stage	Supplier-Internal		NO						
COMP-REG	Certificate of Registration/Incorporation	Pre-Contract Stage	Statutory	NO	NO	OAGDOJ	https://brs.go.ke/companies-registry.php		7		No
CR12	Proof of Ownership (Directors/Shareholders)	Pre-Contract Stage	Statutory	YES	NO	OAGDOJ	https://brs.go.ke/companies-registry.php				No
FIN-PROPOSAL	Bidder's Financial Proposal Document	Pre-Contract Stage	Supplier-Internal	NO	NO						No
FOBID	Signed Form of Bid/Appendix to Form of Bid	Pre-Contract Stage	Supplier-Internal		NO						
HELBCC	HELB Compliance Certificate	Pre-Contract Stage	Regulatory	YES	NO	HELB			12		No
IATA	IATA Certificate	Pre-Contract Stage	Accreditation/Professional	YES	NO				18		No
MAF	Manufacturer's Authorization Form	Pre-Contract Stage	Accreditation/Professional	NO	NO				76		No
NCAC	National Construction Authority (NCA) Certificate	Pre-Contract Stage	Accreditation/Professional	YES	NO	NCA			45		No

- Key fields include:

Field	Description
Code	A code for each procurement document type (Primary key)
Description	Description of the Procurement document type

Procurement Document Type List Page=>Home



- The standard list page maps to the Procurement Document Type Table.

			Document Class	It is used to classify the document into different classes such as: • Pre-contract stage documents-These are documents that a vendor can submit during pre-contract processes such as vendor registration, prequalification, EOI and bid response. They are generally documents submitted during the registration, prequalification, and sourcing processes of the procurement cycle such as Tax compliance certificates, Tax registration certificates, Trade licenses/Business permits etc • Contract-stage-These are documents that are submitted by the vendor at the contract issuance stage, that the procuring entity may maintain an e-copy of. They include scanned copies of performance guarantees, Notice of Award (NoA) receipt/acknowledgement letters, copies of Insurance policy documents (To confirm that the necessary insurance policies are in place) etc. • Post-contract/Transactional Documents-These are documents that the vendor submits after award of contract, during their normal trade operations with the procuring entity They include copies of shipment documents, supplier invoices, Payment request letters etc.	
			Document Category	A high-level category in which the document type falls. The main document categories include: • Statutory-These are documents that confirm that the vendor is a legal entity that can is authorized to trade and be contracted by the procuring entity. Key statutory documents include Certificate of incorporation, Tax Registration (PIN) Certificates, Tax Compliance Certificate and Trade Licenses (Business permits) • Compliance-These are documents submitted by the vendor that demonstrate their compliance to both regulatory and professional (accreditation) requirements. They are generally documents issued by 3rd party regulatory and professional bodies. Such documents include National Construction	

	Authority (NCA) certificates, IATA certificates, ICT Authority (ICTA) certificates etc. • Supplier-Internal-These are general documents that are submitted by the supplier based on their internal operations. They are not issued by a 3rd party regulator or professional body hence being considered internal to the vendor. They include documents such as audited accounts, bank statements, bid and performance guarantee etc.
Track Certificate Expiry	A Boolean field that indicates the document types where the system should track the expiry dates for attached/submitted records. This is key for documents that have to be periodically renewed by the vendor. The system has the ability to flag all expired documents that the vendor needs to action against.
Issuing Agency Code	This is an informational field that gives details of the Agency or Institution that primarily issues or verifies specific types of documents e.g. NCA certificates in Kenya are issued by the National Construction Authority. A website URL can also be defined for the Issuing agency.
Local Verification URL	
No. of Filed Registration Documents	Un-editable calcfield that sums the number of documents that are filed/submitted by the vendor during the vendor registration process (Linked to the Vendor Filed Reg Document Table)
No. of Filed RFI Response Records	Un-editable calcfield that sums the number of documents submitted/filed by the vendor during response to an RFI (Request For iNformation). The system supports 2 types of RFIs, namely, IFP(Invitation for Prequalification) and EOI (Expression of Interest). This field is linked to the RFI Response Filed Document Table
No. of Filed Bid Response Records	Un-editable calcfield that sums the number of documents submitted/filed by the vendor during bid response (RFQ or ITT response). This field is linked to the (Linked to the Bid Filed Document Table (Matching to Procurement Document Type field)
Blocked	Field used to track active and blocked document types (Blocked document types are not available for submission/attachment)

PUR-REG-SETUP-006 Procurement Document Templates

Ability to setup Procurement Document Templates that outline the general procurement document types that vendors shall be expected to submit during the entire P2P cycle (pre-contract stage, contract-stage and post-contract stage)

Customization

Business Process

- The Procurement department is expected to maintain a simplified e-Registry of all inbound supplier documents that are submitted by the vendors at the different stages of the procure-to-pay (P2P) cycle.
- The Procurement Document Templates are used to define the general procurement document types that the vendor is expected to submit during the entire P2P cycle that involves key processes such as: Vendor registration, prequalification response, EOI response, bid response (ITT and RFQ response), contract issuance and post-contract (transactional).
- When the procurement officer raises an Invitation document such as an Invitation for Prequalification, Invitation for EOI or Invitation for Supply (RFQ or ITT), the system allows them to select the default Procurement Document Template to use; the system shall then populate the general procurement document types that are required for each invitation process. The procurement officer can then amend the list of the mandatory/optional procurement document types, for each unique invitation, before publishing it on the portal or sending it to suppliers to respond against it. When the suppliers respond, they are expected to attach scanned supporting documents. Each document that is attached/filed shall have to include the Procurement Document Type that had been defined in the original Invitation.
- The default Procurement Document Type to be used across the whole organization can be setup under the E-Procurement Setup. This will enable the system to automatically select the template to use during processes such as vendor registration, that are expected to be continuous, without having an originating Invitation document.

Procurement Document Template Table

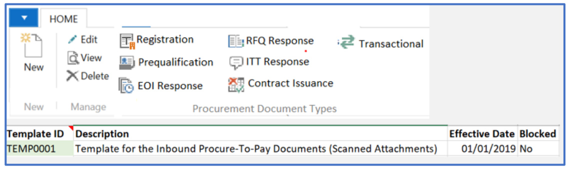
- This is a Header table that describes the general details of the Templates setup on the system.

Template ID	Description	Effective Date	Blocked
TEMP0001	Template for the Inbound Procure-To-Pay Documents (Scanned Attachments)	01/01/2019	No

- The key fields of this table include:

Field	Description
Template ID	A code for each procurement document template. A default No. series for the Procurement Document Templates can be defined in the E-Procurement Setup.
Description	Description of the Procurement document template

Procurement Document Template List Page=>Home



The Procurement Document Template List Page has the following key Actions:

- *Registration*-Used to define all procurement document types that should be submitted by the vendor during the vendor registration process. The Action allows the user to create/edit records in the *Proc Document Template Line* Table (Procurement Process::Registration)

Template	Procurement Proces	Procurement Document Ty	Description	Requirement Ty
TEMP0001	Registration	AGPO	AGPO Certificate	Optional
TEMP0001	Registration	AUD-AC	Audited Accounts	Mandatory
TEMP0001	Registration	COMP-REG	Certificate of Registration/Incorporation	Mandatory
TEMP0001	Registration	CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
TEMP0001	Registration	PIN-CERT	PIN Certificates	Mandatory
TEMP0001	Registration	POA	Power of Attorney	Mandatory
TEMP0001	Registration	TCC	Tax Compliance Certificates	Mandatory
TEMP0001	Registration	TRADE	Trade License	Mandatory
TEMP0001	Registration	VAT-CERT	VAT Certificates	Optional

- *Prequalification*-Used to define all procurement document types that should be submitted by the vendor during the vendor prequalification process. The Action allows the user to create/edit records in the *Proc Document Template Line* Table (Procurement Process::Prequalification)

Template	Procurement Proces	Procurement Document Ty	Description	Requirement Ty
TEMP0001	Prequalification	AGPO	AGPO Certificate	Optional
TEMP0001	Prequalification	AUD-AC	Audited Accounts	Mandatory
TEMP0001	Prequalification	COMP-REG	Certificate of Registration/Incorporation	Mandatory
TEMP0001	Prequalification	CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
TEMP0001	Prequalification	PIN-CERT	PIN Certificates	Mandatory
TEMP0001	Prequalification	POA	Power of Attorney	Mandatory
TEMP0001	Prequalification	TCC	Tax Compliance Certificates	Mandatory
TEMP0001	Prequalification	TRADE	Trade License	Mandatory
TEMP0001	Prequalification	VAT-CERT	VAT Certificates	Optional

- *EOI-Response*-Used to define all procurement document types that should be submitted by the vendor when

Effective Date	Date when the template takes effect.
Blocked	Used to enable or disable a given template. Blocked templates can not be used during the Invitation preparation process.

Proc Document Template Line Table

- This is a Line table that describes the general procurement document types that are required for each Procurement Document Template defined on the system.

Template ID	Procurement Process	Procurement Document Ty	Description	Requirement Type
TEMP0001	EOI Response	AUD-AC	Audited Accounts	Mandatory
TEMP0001	EOI Response	COMP-REG	Certificate of Registration/Incorporation	Mandatory
TEMP0001	EOI Response	CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
TEMP0001	EOI Response	PIN-CERT	PIN Certificates	Mandatory
TEMP0001	EOI Response	POA	Power of Attorney	Mandatory
TEMP0001	EOI Response	TCC	Tax Compliance Certificates	Mandatory
TEMP0001	EOI Response	TRADE	Trade License	Mandatory
TEMP0001	EOI Response	VAT-CERT	VAT Certificates	Optional
TEMP0001	ITT Response	AUD-AC	Audited Accounts	Mandatory
TEMP0001	ITT Response	BANK-REF	Certified copies of Bank Reference Letters/Letters of Credit etc	Mandatory
TEMP0001	ITT Response	BANK-STAT	Certified copies of Bank Statements	Mandatory
TEMP0001	ITT Response	BID-SEC	Valid Bid/Tender Security	Mandatory
TEMP0001	ITT Response	COMB-PROPOSAL	Bidder's Combined (Tech & Financial) Proposal Document	Mandatory
TEMP0001	ITT Response	COMP-REG	Certificate of Registration/Incorporation	Mandatory
TEMP0001	ITT Response	CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
TEMP0001	ITT Response	FOBID	Signed Form of Bid/Appendix to Form of Bid	Mandatory
TEMP0001	ITT Response	PIN-CERT	Tax Registration/PIN Certificates	Mandatory
TEMP0001	ITT Response	POA	Power of Attorney	Mandatory
TEMP0001	ITT Response	TCC	Tax Compliance Certificates	Mandatory
TEMP0001	ITT Response	TRADE	Trade License	Mandatory
TEMP0001	ITT Response	VAT-CERT	VAT Certificates	Mandatory
TEMP0001	Negotiations/Contract	NOA-R	Notice of Award Response Letter	Mandatory
TEMP0001	Negotiations/Contract	PERF-SEC	Performance Security/Guarantee	Mandatory

- The key fields of this table include:

Field	Description
Template ID	Linked to Procurement Document Template Table
Procurement Process	This field is used to indicate the procurement process under which a given procurement document type generally falls. Example: When a document falls under the Registration process, a vendor can submit a scanned copy of a document during the vendor registration process and then go further to classify it into the appropriate procurement document type. Only procurement document types classified under the Registration process are available for attachment.

responding to an Expression of Interest (EOI). The Action allows the user to create/edit records in the *Proc Document Template Line* Table (Procurement Process::EOI Response)

Template	Procurement Proces	Procurement Document Ty	Description	Requirement Ty
TEMP0001	EOI Response	AUD-AC	Audited Accounts	Mandatory
TEMP0001	EOI Response	COMP-REG	Certificate of Registration/Incorporation	Mandatory
TEMP0001	EOI Response	CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
TEMP0001	EOI Response	PIN-CERT	PIN Certificates	Mandatory
TEMP0001	EOI Response	POA	Power of Attorney	Mandatory
TEMP0001	EOI Response	TCC	Tax Compliance Certificates	Mandatory
TEMP0001	EOI Response	TRADE	Trade License	Mandatory
TEMP0001	EOI Response	VAT-CERT	VAT Certificates	Optional

- *RFQ-Response*-Used to define all procurement document types that should be submitted by the vendor when responding to a Request for Quotations (RFQ)). The Action allows the user to create/edit records in the *Proc Document Template Line* Table (Procurement Process::RFQ Response)

Template	Procurement Proces	Procurement Document Ty	Description	Requirement Ty
TEMP0001	RFQ Response	COMB-PROPOSAL	Bidder's Combined (Tech & Financial) Proposal Document	Mandatory

- *ITT-Response*-Used to define all procurement document types that should be submitted by the vendor when responding to an Invitation To Tender (ITT). The Action allows the user to create/edit records in the *Proc Document Template Line* Table (Procurement Process::ITT Response)

Template	Procurement Proces	Procurement Document Ty	Description	Requirement Ty
TEMP0001	ITT Response	AUD-AC	Audited Accounts	Mandatory
TEMP0001	ITT Response	BANK-REF	Certified copies of Bank Reference Letters/Letters of Credit etc	Mandatory
TEMP0001	ITT Response	BANK-STAT	Certified copies of Bank Statements	Mandatory
TEMP0001	ITT Response	BID-SEC	Valid Bid/Tender Security	Mandatory
TEMP0001	ITT Response	COMB-PROPOSAL	Bidder's Combined (Tech & Financial) Proposal Document	Mandatory
TEMP0001	ITT Response	COMP-REG	Certificate of Registration/Incorporation	Mandatory
TEMP0001	ITT Response	CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
TEMP0001	ITT Response	FOBID	Signed Form of Bid/Appendix to Form of Bid	Mandatory
TEMP0001	ITT Response	PIN-CERT	Tax Registration/PIN Certificates	Mandatory
TEMP0001	ITT Response	POA	Power of Attorney	Mandatory
TEMP0001	ITT Response	TCC	Tax Compliance Certificates	Mandatory
TEMP0001	ITT Response	TRADE	Trade License	Mandatory
TEMP0001	ITT Response	VAT-CERT	VAT Certificates	Mandatory

- *Contract Issuance*-Used to define all procurement document types that should be submitted by the vendor during the contract issuance stage. The Action allows the user to create/edit records in the *Proc Document Template Line* Table

<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>
<table>
<tr><td>Procurement Document Type</td><td>Linked to Procurement Document Type Table to define the documents that are required under each template</td></tr>
<tr><td>Description</td><td>A description of the procurement document type (Default to Procurement Document Type.Description)</td></tr>
<tr><td>Requirement Type</td><td>This is used to determine whether a document is mandatory or optional for vendors to submit, during each process. Mandatory documents have to be attached for the process to be considered compliant.</td></tr>
</table>
</td>
<td>
(Procurement Process::Contract Issuance)
<table>
<tr><th>Template</th><th>Procurement Proces</th><th>Procurement Document Typ</th><th>Description</th><th>Requirement Ty</th></tr>
<tr><td>TEMP0001</td><td>Contract Issuance</td><td>NOA-R</td><td>Notice of Award Response Letter</td><td>Mandatory</td></tr>
<tr><td>TEMP0001</td><td>Contract Issuance</td><td>PERF-SEC</td><td>Performance Security/Guarantee</td><td>Mandatory</td></tr>
<tr><td>TEMP0001</td><td>Contract Issuance</td><td>REV-PRICE</td><td>Revised/Negotiated Price Schedules</td><td>Optional</td></tr>
</table>
Transactional-Used to define all procurement document types that a vendor can submit during post-contract award trade transactions/operations. The Action allows the user to create/edit records in the Proc Document Template Line Table (Procurement Process::Transactional)
<table>
<tr><th>Template</th><th>Procurement Proces</th><th>Procurement Document Typ</th><th>Description</th><th>Requirement Ty</th></tr>
<tr><td>TEMP0001</td><td>Transactional</td><td>PRL</td><td>Payment Request Letter</td><td>Optional</td></tr>
<tr><td>TEMP0001</td><td>Transactional</td><td>SUPP-INVOICE</td><td>Supplier Invoice</td><td>Mandatory</td></tr>
<tr><td>TEMP0001</td><td>Transactional</td><td>SUPP-SHIP</td><td>Supplier Shipment Documents (Notices & Deliveries)</td><td>Mandatory</td></tr>
</table>
</td>
</tr>
<tr>
<td>PUR-REG-SETUP-007 Debarment Reason Codes</td>
<td>Ability to setup the different Reason codes to be used during vendor debarment and reinstatement</td>
<td>Customization</td>
<td>
<u>Business Process</u>

Vendor debarment and reinstatement vouchers raised on the system have to be linked to a specific reason code.
The system maintains a quick count of the number of debarment/reinstatement vouchers raised for each reason code.
The Debarment Reason Code table is used to maintain both debarment and reinstatement reason codes.

<table>
<tr><th>Code</th><th>Reason Category</th><th>Description</th><th>No. of Entries</th><th>Blocked</th></tr>
<tr><td>CD-PPRA</td><td>Debarment</td><td>Cross Debarment (Public Procurement Regulatory Authority)</td><td>4</td><td>No</td></tr>
<tr><td>CD-WB</td><td>Debarment</td><td>Cross Debarment (World Bank)</td><td>1</td><td>No</td></tr>
<tr><td>CNP</td><td>Debarment</td><td>Contract Non-Performance</td><td>1</td><td>No</td></tr>
<tr><td>F&C</td><td>Debarment</td><td>Fraud and Corruption</td><td>2</td><td>No</td></tr>
<tr><td>EDP</td><td>Reinstatement</td><td>Expiry of Debarment Period</td><td>0</td><td>No</td></tr>
<tr><td>APPEAL-PPRA</td><td>Reinstatement</td><td>Vendor Reinstatement based on Won PPRA Appeal</td><td>1</td><td>No</td></tr>
<tr><td>APPEAL-COURT</td><td>Reinstatement</td><td>Vendor Reinstatement based on Won Court Appeal</td><td>0</td><td>No</td></tr>
</table>

The key field of the table include: Code (Primary Key), Reason category (Used to classify the reasons as either debarment or reinstatement reason), Description (Description of each reason), No. of Entries (A count of the posted vendor debarment entries linked to a given Reason code) and Blocked (Used to enable or disable a given Reason code).

</td>
<td>
<u>Debarment Reason Code List Page</u>
This List page displays the reason codes for both debarment & reinstatement processes:
<table>
<tr><th>Code</th><th>Reason Category</th><th>Description</th><th>No. of Entries</th><th>Blocked</th></tr>
<tr><td>CD-PPRA</td><td>Debarment</td><td>Cross Debarment (Public Procurement Regulatory Authority)</td><td>4</td><td>No</td></tr>
<tr><td>CD-WB</td><td>Debarment</td><td>Cross Debarment (World Bank)</td><td>1</td><td>No</td></tr>
<tr><td>CNP</td><td>Debarment</td><td>Contract Non-Performance</td><td>1</td><td>No</td></tr>
<tr><td>F&C</td><td>Debarment</td><td>Fraud and Corruption</td><td>2</td><td>No</td></tr>
<tr><td>EDP</td><td>Reinstatement</td><td>Expiry of Debarment Period</td><td>0</td><td>No</td></tr>
<tr><td>APPEAL-PPRA</td><td>Reinstatement</td><td>Vendor Reinstatement based on Won PPRA Appeal</td><td>1</td><td>No</td></tr>
<tr><td>APPEAL-COURT</td><td>Reinstatement</td><td>Vendor Reinstatement based on Won Court Appeal</td><td>0</td><td>No</td></tr>
</table>
When the user drills down on the No. of Entries Action, the system shall display the related posted vendor debarment entries linked to a given reason code.
</td>
</tr>
<tr>
<td>PUR-REG-SETUP-008</td>
<td>Ability to setup the different Vendor</td>
<td>Customization</td>
<td>
<u>Business Process</u>

Vendor Rating Templates are used when evaluating of suppliers during processes such as
Vendor Due Diligence

</td>
<td><u>Supplier Rating Template Card=>Home</u></td>
</tr>
</table>

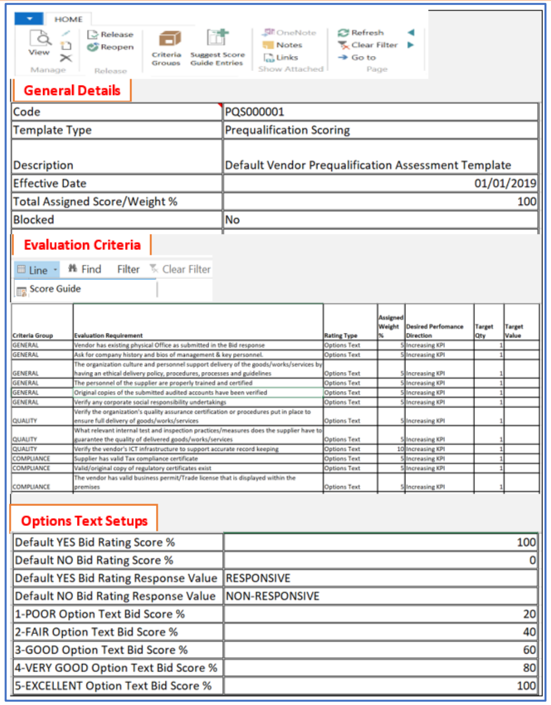
Supplier Rating Templates

Rating Templates

  - Supplier Performance Appraisal
  - Prequalification Scoring
  - EOI Scoring.
- Each rating template defines the criteria group, list of requirements per criteria group and a detailed evaluation criterion (Scoring rules) for each requirement.
  - Rating Criteria Group-This is used to classify several related criteria requirements/attributes into groups. Example: Eligibility criteria group will be made up of all requirements/criteria that make the supplier eligible for prequalification such as having valid tax compliance certificates, incorporation certificates etc. The criteria groups are maintained under the Supplier Rating Criteria Group table.

Appraisal Template ID	Template Type	Criteria Group	Description	Total Weight %
VDD000001	Vendor Due Diligence	GENERAL	Verification that the bidder has existing Office location and ongoing business operations (People, Processes, Products and Finance)	30
VDD000001	Vendor Due Diligence	COMPLIANCE	Verification checks for the bidder's Governance, Risk and Compliance	20
VDD000001	Vendor Due Diligence	QUALITY	To gain an undertsanding of the bidder's quality management	20
VDD000001	Vendor Due Diligence	REFERENCE CHECKS	Evaluation of Historical Contract Non-performance & Litigation history	20
PQS000001	Prequalification Scoring	GENERAL	Verification that the bidder has existing Office location and ongoing business operations (People, Processes, Products and Finance)	30
PQS000001	Prequalification Scoring	COMPLIANCE	Verification checks for the bidder's Governance, Risk and Compliance	20
PQS000001	Prequalification Scoring	QUALITY	To gain an undertsanding of the bidder's quality management	20
PQS000001	Prequalification Scoring	REFERENCE CHECKS	Evaluation of Historical Contract Non-performance & Litigation history	20

  - Rating Requirements-Each rating template shall have lines that list the specific requirements (Also referred to as Criteria or Attribute) that each supplier shall be evaluated against. Each criteria or requirement shall be assigned a weight % (Total weight for all criteria should add up to 100%) and a Rating Type (It is used to define the type of value that shall be entered for each attribute during the evaluation process). NB: The rating requirements (Criteria/attributes) are maintained under the Supplier Rating Requirement table.



General Details

Code	PQS000001
Template Type	Prequalification Scoring
Description	Default Vendor Prequalification Assessment Template
Effective Date	01/01/2019
Total Assigned Score/Weight %	100
Blocked	No

Evaluation Criteria

Criteria Group	Evaluation Requirement	Rating Type	Assigned Weight %	Desired Perfomance Direction	Target Qty	Target Value
GENERAL	Vendor has existing physical Office as submitted in the Bid response	Options Text	5	Increasing KPI	1	
GENERAL	Ask for company history and bios of management & key personnel.	Options Text	5	Increasing KPI	1	
GENERAL	The organization culture and personnel support delivery of the goods/works/services by having an ethical delivery policy, procedures, processes and guidelines	Options Text	5	Increasing KPI	1	
GENERAL	The personnel of the supplier are properly trained and certified	Options Text	5	Increasing KPI	1	
GENERAL	Original copies of the submitted audited accounts have been verified	Options Text	5	Increasing KPI	1	
GENERAL	Verify any corporate social responsibility undertakings	Options Text	5	Increasing KPI	1	
QUALITY	Verify the organization's quality assurance certification or procedures put in place to ensure full delivery of goods/works/services	Options Text	5	Increasing KPI	1	
QUALITY	What relevant internal test and inspection practices/measures does the supplier have to guarantee the quality of delivered goods/works/services	Options Text	5	Increasing KPI	1	
QUALITY	Verify the vendor's ICT infrastructure to support accurate record keeping	Options Text	10	Increasing KPI	1	
COMPLIANCE	Supplier has valid Tax compliance certificate	Options Text	5	Increasing KPI	1	
COMPLIANCE	Valid/original copy of regulatory certificates exist	Options Text	5	Increasing KPI	1	
COMPLIANCE	The vendor has valid business permit/Trade license that is displayed within the premises	Options Text	5	Increasing KPI	1	

Options Text Setups

Default YES Bid Rating Score %	100
Default NO Bid Rating Score %	0
Default YES Bid Rating Response Value	RESPONSIVE
Default NO Bid Rating Response Value	NON-RESPONSIVE
1-POOR Option Text Bid Score %	20
2-FAIR Option Text Bid Score %	40
3-GOOD Option Text Bid Score %	60
4-VERY GOOD Option Text Bid Score %	80
5-EXCELLENT Option Text Bid Score %	100

- The Supplier Rating Template Card has the following 3 key tabs:
  a) General Details-Used to show general details of the template (Linked to Supplier Rating Template table)
  b) Evaluation Criteria-Used to display the evaluation criteria or requirements for each template. It is linked to the Supplier Rating Requirement table. When on a particular criterion, the system allows the user to view any Score Guide entries associated with this criteria using the *Score Guide* line function (It

Appraisal Template ID	Template Type	Criteria Group	Checklist ID	Evaluation Requirement	Rating Type	Assigned Weight %	Target Qty	Desired Perfomance Direction	Target Value
VDD000001	Vendor Due Diligence	GENERAL	1	Vendor has existing physical Office as submitted in the Bid response	Options Text	5	1	Increasing KPI	
VDD000001	Vendor Due Diligence	GENERAL	2	Ask for company history and bios of management & key personnel.	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	GENERAL	3	The organization culture and personnel support delivery of the goods/works/services by having an ethical delivery policy, procedures, processes and guidelines	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	GENERAL	4	The personnel of the supplier are properly trained and certified	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	GENERAL	5	Original copies of the submitted audited accounts have been verified	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	GENERAL	6	Verify any corporate social responsibility undertakings	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	QUALITY	7	Verify the organization's quality assurance certification or procedures put in place to ensure full delivery of goods/works/services	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	QUALITY	8	What relevant internal test and inspection practices/measures does the supplier have to guarantee the quality of delivered goods/works/services	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	QUALITY	9	Verify the vendor's ICT infrastructure to support accurate record keeping	Options Text	10		Increasing KPI	
VDD000001	Vendor Due Diligence	COMPLIANCE	10	Supplier has valid Tax compliance certificate	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	COMPLIANCE	11	Valid/original copy of regulatory certificates exist	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	COMPLIANCE	12	The vendor has valid business permit/Trade license that is displayed within the premises	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	COMPLIANCE	13	The vendor complies with other government requirements such as NSSF, NHIF and HELB (Compliance certifcates have been verified)	Options Text	5		Increasing KPI	
VDD000001	Vendor Due Diligence	REFERENCE CHECKS	14	Positive reference checks have been obtained from visit/response from Customer/Reference 1	Options Text	10		Increasing KPI	

- Rating Score Guide-This is used to define the score values defined for each criteria/requirement. When the evaluator scores each requirement (By defining either the Response value or Actual quantity achieved), the system shall check the score guide and determine the Score % to be assigned for each criterion. NB: The rating score guide is maintained under the Supplier Rating Score Guide table.

Appraisal Template ID	Template Type	Criteria Group	Checklist ID	Entry No	Target Qty	Rating Type	Desired Perfomance Direction	Response Value	Min Bid Value	Max Bid Value	Min Date Value	Max Date Value	Score %
VDD000001	Vendor Due Diligence	GENERAL	1	1	1	Options Text	Increasing KPI	1-POOR					20.00
VDD000001	Vendor Due Diligence	GENERAL	1	2	1	Options Text	Increasing KPI	2-FAIR					40.00
VDD000001	Vendor Due Diligence	GENERAL	1	3	1	Options Text	Increasing KPI	3-GOOD					60.00
VDD000001	Vendor Due Diligence	GENERAL	1	4	1	Options Text	Increasing KPI	4-VERY GOOD					80.00
VDD000001	Vendor Due Diligence	GENERAL	1	5	1	Options Text	Increasing KPI	5-EXCELLENT					100.00
VDD000001	Vendor Due Diligence	GENERAL	2	6	1	Options Text	Increasing KPI	1-POOR					20.00
VDD000001	Vendor Due Diligence	GENERAL	2	7	1	Options Text	Increasing KPI	2-FAIR					40.00
VDD000001	Vendor Due Diligence	GENERAL	2	8	1	Options Text	Increasing KPI	3-GOOD					60.00
VDD000001	Vendor Due Diligence	GENERAL	2	9	1	Options Text	Increasing KPI	4-VERY GOOD					80.00
VDD000001	Vendor Due Diligence	GENERAL	2	10	1	Options Text	Increasing KPI	5-EXCELLENT					100.00
VDD000001	Vendor Due Diligence	GENERAL	3	11	1	Options Text	Increasing KPI	1-POOR					20.00
VDD000001	Vendor Due Diligence	GENERAL	3	12	1	Options Text	Increasing KPI	2-FAIR					40.00
VDD000001	Vendor Due Diligence	GENERAL	3	13	1	Options Text	Increasing KPI	3-GOOD					60.00
VDD000001	Vendor Due Diligence	GENERAL	3	14	1	Options Text	Increasing KPI	4-VERY GOOD					80.00
VDD000001	Vendor Due Diligence	GENERAL	3	15	1	Options Text	Increasing KPI	5-EXCELLENT					100.00
VDD000001	Vendor Due Diligence	GENERAL	4	16	1	Options Text	Increasing KPI	1-POOR					20.00
VDD000001	Vendor Due Diligence	GENERAL	4	17	1	Options Text	Increasing KPI	2-FAIR					40.00
VDD000001	Vendor Due Diligence	GENERAL	4	18	1	Options Text	Increasing KPI	3-GOOD					60.00

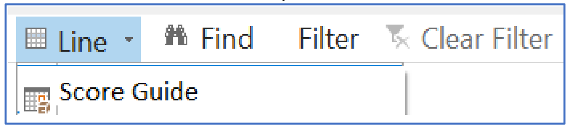
Supplier Rating Template Table

- It is used to setup the different supplier templates that shall be used for different evaluation processes such as vendor due diligence, supplier performance appraisal, prequalification scoring and EOI scoring.

Code	Template Type	Description	Effective Date	Blocked	Total Assigned Score/Weight %	Default YES Bid Rating Score %	Default NO Bid Rating Response Value	Default NO Bid Rating Score %	1-POOR Option Text Bid Score %	2-FAIR Option Text Bid Score %	3-GOOD Option Text Bid Score %	4-VERY GOOD Option Text Bid Score %	5-EXCELLENT Option Text Bid Score %
VDD000001	Vendor Due Diligence	Assessment Template during Tender Pre-award Due Diligence Visit by the Evaluation Committee	##########	No	100	100	NON-RESPONSIVE	0	20	40	60	80	100
SPR00001	Supplier Performance Review	FY2019/2020 Annual Supplier Performance Review Questionnaire		No	100	100	NON-RESPONSIVE	0	20	40	60	80	100
PQS000001	Prequalification Scoring	Default Vendor Prequalification Assessment Template	##########	No	100	100	NON-RESPONSIVE	0	20	40	60	80	100
EOI00001	EOI Scoring	Default EOI Assessment Template		No	100	100	NON-RESPONSIVE	0	20	40	60	80	100

- The key fields include:

is linked to the Supplier Rating Score Guide table)



c) Options Text Setup-It is used to define the default values for Options text used on the template.

- The Supplier Rating Template has the following 4 key Actions:
  a) Release-Released supplier rating templates can be used during evaluation. This function has the following inbuilt control design:
     - It checks to ensure that every evaluation criteria (requirement) has associated score guide entries.
     - It marks the supplier rating template as Released (Linked to RELEASED Boolean field that shall be set to: Released::TRUE)
     - This function locks the supplier rating template from further modifications by the user accidentally attempting to run the *Suggest Score Guide* entries function that could lead to overwriting of entries. Therefore, when the template has been released, the score guide entries cannot be amended through the

- Code-Primary key of the table. It is linked to E-Procurement setup No. Series (Different No. Series shall be defined for the vendor due diligence, supplier performance appraisal, prequalification scoring and EOI scoring templates).
- Template Type-Used to assign a template type, based on the evaluation process that shall utilize the template. The default types include vendor due diligence, supplier performance appraisal, prequalification scoring and EOI scoring template types.
- Description-A brief description of the template
- Effective Date-Used to show the date when a given template takes effect (Users can not utilize a template whose effective date has not reached).
- Blocked-Used to enable or disable a rating template.
- Total Assigned Score/Weight %-The system sums all the Assigned Weight % (It sums the *Assigned Weight %* field for the related records under the Supplier Rating Requirement table). A Supplier Rating Template can only be used for supplier evaluation if this field adds up to 100%.
- Default YES Bid Rating Score %-This field shall be used by the system to suggest the Score % to be assigned to a Responsive score value for attributes/criteria that have a Rating Type of YES/NO. Example: If the prequalification process defines the tax compliance certificate as a mandatory requirement and the Rating Type is strictly based on YES/NO, the system shall score 100% if the vendor submits a valid TCC. The system uses this field to define the default Score % under the Supplier Rating Score Guide table.
- Default NO Bid Rating Score %-This field shall be used by the system to suggest the Score % to be assigned to a Non-responsive score value for attributes/criteria that have a Rating Type of YES/NO. Example: If the prequalification process defines the tax compliance certificate (TCC) as a mandatory requirement and the Rating Type is strictly based on YES/NO, the system shall score 0% if the vendor does not submits a valid TCC. The system uses this field to define the default Score % under the Supplier Rating Score Guide table.
- Default YES Bid Rating Response Value- Default YES Text that is suggested by the system for YES/NO Response values in the supplier rating criteria table. When an evaluator selects this value

Suggest Score Guide Entries batch job. The system shall generate the following error message: *This Supplier Rating Template is already Released, it can not be modified unless Reopened.*

b) Reopen-This function shall be used to reopen a Released template (In case the user wants to make some additional modifications to the evaluation criteria/requirements or related score guide entries.

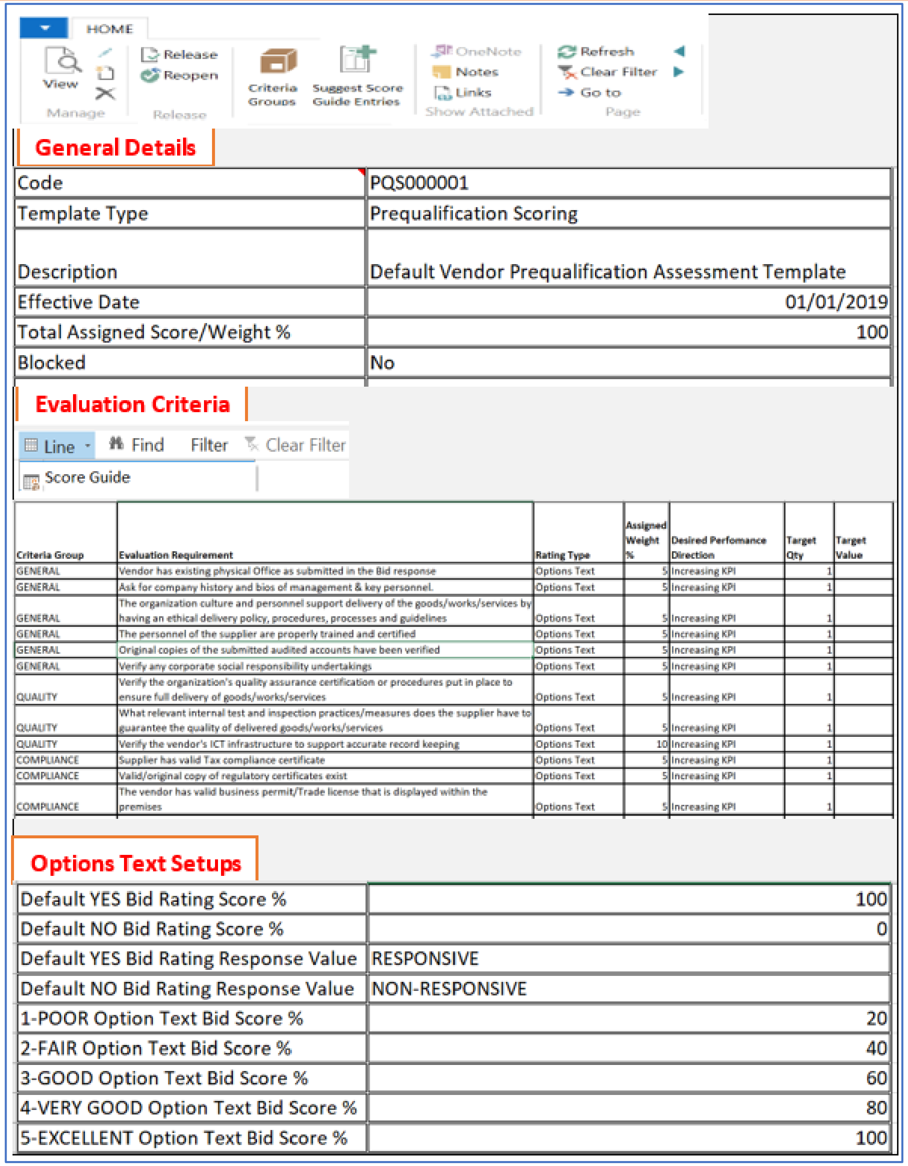
c) *Criteria Groups*-It is used to create or view the evaluation criteria groups applicable to a template. This Action is linked to the Supplier Rating Group table.

Criteria Group	Description	Total Weight %
GENERAL	Verification that the bidder has existing Office location and ongoing business operations (People, Processes, Products and Finance)	30
COMPLIANCE	Verification checks for the bidder's Governance, Risk and Compliance	20
QUALITY	To gain an undertsanding of the bidder's quality management	20
REFERENCE CHECKS	Evaluation of Historical Contract Non-performance & Litigation history	20

d) *Suggest Score Guide Entries*-This Action is used to suggest the default score guide entries (Linked to the Supplier Rating Score Guide table) applicable for each criteria, based on the Rating Type of the criteria (the user can modify the default score guide entries). The following control design has been incorporated in the design of this function:

Rating Type	Description	Control Design

			during the scoring process, the system shall assign the Default YES Rating Score % o Default NO Bid Rating Response Value- Default NO Text that is suggested by the system for YES/NO Response values in the supplier rating criteria table. When an evaluator selects this value during the scoring process, the system shall assign the Default NO Rating Score % o Score % (5-Point Likert Scale)-The system allows the users to define the default score % for each of the 5-point Likert scale values (for Poor, Fair, Good, Very Good and Excellent options). When a criteria is assigned a rating type of OPTIONS TEXT, the system can generate the score % and a Response value in the Supplier Rating Score Guide table, for each attribute, using the 5-point Likert scale setups done on the template. • The screenshot below shows the Supplier Rating Template Card:	**Yes/No**	If the Requirement is marked as strictly Yes/No, the score criteria only allows 2 values (e.g. Responsive/Non-Responsive), that are defined on the Supplier Rating Template Setup with the corresponding Score %.	The Min/Max Bid Value and Min/Max Date Value fields shall be initialized (Not allow any entry) to zero and 0D respectively. Two entries shall be created for each Requirement/criteria. The 1st entry shall be based on the YES value and shall have the Supplier Rating Score Guide.Response Value:= Supplier Rating Template.Default YES Bid Rating Response Value and Supplier Rating Score Guide.Score %:=Supplier Rating Template.Default YES Bid Rating Score % validations done. The 2nd entry shall be based on the NO value and shall have the Supplier Rating Score Guide.Response Value:= Supplier Rating Template.Default



General Details

Code	PQS000001
Template Type	Prequalification Scoring
Description	Default Vendor Prequalification Assessment Template
Effective Date	01/01/2019
Total Assigned Score/Weight %	100
Blocked	No

Evaluation Criteria

Criteria Group	Evaluation Requirement	Rating Type	Assigned Weight %	Desired Perfomance Direction	Target Qty	Target Value
GENERAL	Vendor has existing physical Office as submitted in the Bid response	Options Text	5	Increasing KPI	1	
GENERAL	Ask for company history and bios of management & key personnel.	Options Text	5	Increasing KPI	1	
GENERAL	The organization culture and personnel support delivery of the goods/works/services by having an ethical delivery policy, procedures, processes and guidelines	Options Text	5	Increasing KPI	1	
GENERAL	The personnel of the supplier are properly trained and certified	Options Text	5	Increasing KPI	1	
GENERAL	Original copies of the submitted audited accounts have been verified	Options Text	5	Increasing KPI	1	
GENERAL	Verify any corporate social responsibility undertakings	Options Text	5	Increasing KPI	1	
QUALITY	Verify the organization's quality assurance certification or procedures put in place to ensure full delivery of goods/works/services	Options Text	5	Increasing KPI	1	
QUALITY	What relevant internal test and inspection practices/measures does the supplier have to guarantee the quality of delivered goods/works/services	Options Text	5	Increasing KPI	1	
QUALITY	Verify the vendor's ICT infrastructure to support accurate record keeping	Options Text	10	Increasing KPI	1	
COMPLIANCE	Supplier has valid Tax compliance certificate	Options Text	5	Increasing KPI	1	
COMPLIANCE	Valid/original copy of regulatory certificates exist	Options Text	5	Increasing KPI	1	
COMPLIANCE	The vendor has valid business permit/Trade license that is displayed within the premises	Options Text	5	Increasing KPI	1	

Options Text Setups

Default YES Bid Rating Score %	100
Default NO Bid Rating Score %	0
Default YES Bid Rating Response Value	RESPONSIVE
Default NO Bid Rating Response Value	NON-RESPONSIVE
1-POOR Option Text Bid Score %	20
2-FAIR Option Text Bid Score %	40
3-GOOD Option Text Bid Score %	60
4-VERY GOOD Option Text Bid Score %	80
5-EXCELLENT Option Text Bid Score %	100

		NO Bid Rating Response Value and Supplier Rating Score Guide.Score %:=Supplier Rating Template.Default NO Bid Rating Score % validations done.
Number	If the Rating type is marked as a Number (e.g. for Amounts, Count and Percentages), the system shall support the definition of different rating value ranges and a mapping to the score % for each number (Actual Quantity). This rating type is used for quantitative evaluations.	The system checks the desired performance direction for each requirement/criteria. If the desired performance behaviour::Increasing KPI, the system shall automatically create 2 entries. The first entry shall have a Min Bid value of 0 and a Max Bid value of (Target Qty-1) with a default score % of 0. NB: If (Target Qty-1) is less than zero, then initialize to 0. The 2nd entry shall have a Min Bid Value of (Target Qty) and a Max Bid Value of (Supplier Rating Template.Max Bid Value Limit), with the Score % of 100. If the desired

						performance direction::Decreasing KPI and Target Qty<>0, the system shall automatically create 2 score criteria entries. The first entry shall have a Min Bid value of 0 and a Max Bid Value of (Target-1) with a default score of 100%. NB: If (Target-1) is less than 0, then initialize to 0. The 2nd entry shall have a Min Bid Value of (Target Qty) and a Max Bid Value of (Supplier Rating Template.Max Bid Value Limit), with the Score % of 0. If the desired performance direction::Decreasing KPI and Target Qty=0, the system shall automatically create 2 score criteria entries. The first entry shall have a Min Bid value of 0 and a Max Bid Value of (Target-1) with a default score of 100%. NB: If (Target-1) is less

			<table><tr><td></td><td></td><td>than 0, then intialize to 0. The 2nd entry shall have a Min Bid Value of (Target Qty+1) and a Max Bid Value of (Supplier Rating Template.Max Bid Value Limit), with the Score % of 0.The evaluation criteria admin can vary the default score criteria accordingly on a case-by-case basis.</td></tr><tr><td>**Options Text**</td><td>If the rating is defined as Options Text, it allows for definition of the different options under the Response Value field and a mapping of the score %.</td><td>By default, the system shall populate the 5-point Likert scale values (defined on the Supplier Rating Template) and assign the corresponding score %. The user can however amend the suggested score guide entries on a case by case basis.</td></tr></table> ▪
PUR-REG-001 Vendor Registration	Ability to register suppliers at any given time of the	Customization	**Business Process** • Registration of suppliers means the process of identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time (but not exceeding more than two years as per the PPADA 2015), and maintaining them for the purpose of inviting them on rotational basis for subsequent

	year, and allow for submission of required documents		tendering proceedings (solicitations) such as request for quotations or restricted tendering, that may arise during the period of listing. • Registration of Prospective/New Suppliers • A new/prospective supplier, wishing to establish a business relationship with the procuring entity/buying company, shall log into the E-Procurement portal and provide their Tax registration details (PIN No), Business Name (Registered name of the supplier), communication details (Address details) and primary contact details (Phone No, Mobile Phone No and Email for registration correspondences). This information shall be completed on the *Vendor Registration Request* Page (On the Portal). It shall be mapped to the Contact Table (T5050) on NAV. The system will enable duplicate checks on the provided Tax Registration (PIN) No. field (By having this field as a primary key on the Contacts table). • Once the registration request has been submitted from the portal, the portal shall send an email to the default procurement email address (On the E-procurement setup) to notify the buying company on the registration request made by a prospective supplier. • The procurement registration admin shall access the ERP (Portal Vendor Registration Requests List Page) and quickly verify the details provided and then create a vendor record (*Create as Vendor* function on the Contact Page). Once the vendor record is created on NAV, the system shall do the following: o Create the primary supplier admin as a portal user by inserting details into the Dynasoft *Portal User* Table. Key details inserted shall include Username (Mapped to primary email, Password (Based on auto-generated random string; user can change later on), Vendor No (Based on created Vendor record), Primary Supplier Admin (Set to TRUE), Creation Date (timestamp details) and Account status (Active) o Create an email notification to the prospective supplier to confirm that their Supplier account has been created and that they can proceed to complete the Registration by filling the Confidential business questionnaire areas (such as company general details, business profile, ownership/director details, products and services offered etc). This email should include their login credentials and a link to the Confidential Business Questionnaire Site/Page. o The supplier portal admin shall complete the vendor registration on the portal (Which supports drafting capabilities) and also attach all relevant registration documents (Linked to Filed Procurement Document table). Final submission of the registration application (By clicking on *Complete Registration* on the Portal) shall create an email acknowledgement notification for the supplier. • Registration completion for existing suppliers • When the Dynasoft E-Procurement module is going live, we recommend the following procedure for handling existing/prequalified suppliers: o The *Create Contacts from Vendors* batch job (R5194) shall be run on NAV in order to create Contacts for the existing suppliers. o The *Generate Random E-Proc Credentials* report batch process shall be executed (Applied to Vendors with filters such that the vendor is not blocked, has a valid email address and has a Tax Registration (PIN) No.). The batch job shall: a) Create the primary supplier admin as a portal user by inserting details into the E-*Procurement Portal User* Table. Key details inserted shall include Username (Mapped to primary email, Password (Based on auto-generated random string; user can change later on), Vendor No (Based on created Vendor record), Primary Supplier Admin (Set to TRUE), Creation Date (timestamp details) and Account status (Active).

b) Create an email notification to the supplier to confirm that their Supplier account has been created and that they can proceed to complete the Registration by filling the Confidential business questionnaire areas (such as company general details, business profile, ownership/director details, products and services offered etc). This email shall include their login credentials and a link to the Confidential Business Questionnaire Site/Page.

c) The supplier portal admin shall complete the vendor registration on the portal (Which supports drafting capabilities) and also attach all relevant registration documents (Linked to Filed Procurement Document table). Final submission of the registration application (By clicking on *Complete Registration* on the Portal) shall create an email acknowledgement notification for the supplier.

Dynasoft Portal User Table

- This table shall be used to manage the details of all portal users depending on the activated Dynasoft portal application (e.g. E-Procurement, Employee Self Service, E-Recruitment etc).

Entry No	User Name	Full Name	Authentication Email	Mobile Phone No.	State	Change Password	Record Type	Record ID	Password Value	Last Modified Date
1	ushindi@dynasoft.co.ke	Ushindi Stephen	ushindi@dynasoft.co.	0711111788	Enabled	Yes	Vendor	V000001	************	01/01/2020
2	shawnmbuvi@dynasoft.c	Shawn Mbuvi	shawnmbuvi@dynasc	0722891789	Enabled	Yes	Vendor	V000002	************	02/01/2020

- The initial portal user credentials for multiple existing records (Such as existing prequalified vendors, at the time of system go-live) shall be created using batch jobs that shall update the Dynasoft Portal User table.
- Key fields of this table include:

Field	Description
Entry No	Autogenerated Entry No (Primary key). It allows one user to have separate credentials across different application areas such as E-Proc, Self Service and E-Recruitment
User Name	User Name (Shall be defaulted to registered email)
Full Name	Name of portal user
Authentication Email	Registered email of portal user for 2-factor authentication and all portal notifications.
Mobile Phone No.	Mobile Phone No. of portal user; it can be used for other 3rd party integrations such as SMS-based 2-factor authentication alerts
State	Status of the user account (Enabled or Disabled)
Change Password	Boolean field which will enable a portal user to reset their password
Record Type	Determines which portal application area a given user account related to. E-Procurement portal users shall be mapped to the Vendor record type, Employee self-service users shall be mapped to the Employee record type, Customers/applicants who can be billed for a service shall be mapped to Customer record type while the Potential candidates participating in an interview shall be mapped to the HR Recruitment Record type. Other record types can be extended on this field for scalable portal applications.
Record ID	The specific primary account for which the user has been mapped to. Example: An E-procurement portal user shall be mapped to a registered Vendor account. Multiple portal users can be mapped to the same

	Record ID for scalability purposes (In case a supplier nominates more than 1 portal user for their vendor account)
Password Value	Masked password values for each portal user. The initial password assigned to the users shall be generated randomly. Thereafter, the system shall support self-service password changes
Last Modified Date	Field that tracks the last date of modification to the portal user record.

Portal Vendor Registration Request Page

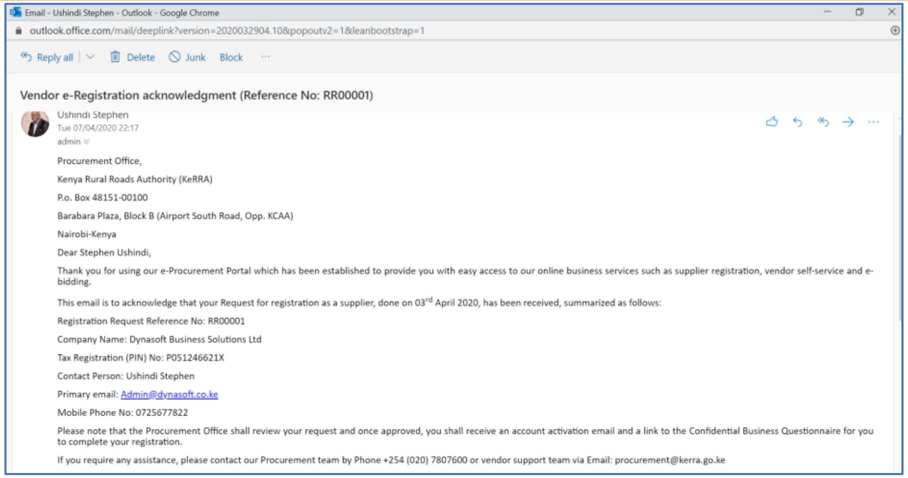
- To register as a New/Prospective vendor, you need to provide your company name, tax identification details, and main company contact details. This information is verified against existing records to ensure that duplicate registration information is not recorded. The form below shall be used to book the vendor registration request (Linked to Contacts table on NAV) for a new/prospective supplier:

- The screenshot below shows sample submitted data for the vendor registration request page:

*Tax Registration (PIN) No.	P051246621X
*Registered Business Name	Dynasoft Business Solutions Ltd

*Contact Person (Name)	Ushindi Stephen
*Primary Email	admin@dynasoft.co.ke
*Mobile Phone No.	0722111333

- The screenshot below shows a sample acknowledgement email that the prospective supplier shall receive once the registration request has been submitted:

				 Email - Ushindi Stephen - Outlook - Google Chrome outlook.office.com/mail/deeplink?version=2020032904.10&popoutv2=1&leanbootstrap=1 Reply all Delete Junk Block Vendor e-Registration acknowledgment (Reference No: RR00001) Ushindi Stephen Tue 07/04/2020 22:17 admin Procurement Office, Kenya Rural Roads Authority (KeRRA) P.o. Box 48151-00100 Barabara Plaza, Block B (Airport South Road, Opp. KCAA) Nairobi-Kenya Dear Stephen Ushindi, Thank you for using our e-Procurement Portal which has been established to provide you with easy access to our online business services such as supplier registration, vendor self-service and e-bidding. This email is to acknowledge that your Request for registration as a supplier, done on 03rd April 2020, has been received, summarized as follows: Registration Request Reference No: RR00001 Company Name: Dynasoft Business Solutions Ltd Tax Registration (PIN) No: P051246621X Contact Person: Ushindi Stephen Primary email: Admin@dynasoft.co.ke Mobile Phone No: 0725677822 Please note that the Procurement Office shall review your request and once approved, you shall receive an account activation email and a link to the Confidential Business Questionnaire for you to complete your registration. If you require any assistance, please contact our Procurement team by Phone +254 (020) 7807600 or vendor support team via Email: procurement@kerra.go.ke

Subject: Vendor e-Registration acknowledgment (Reference No: RR00001)

Procurement Office,

Kenya Rural Roads Authority (KeRRA)

P.o. Box 48151-00100

Barabara Plaza, Block B (Airport South Road, Opp. KCAA)

Nairobi-Kenya

Dear Stephen Ushindi,

Thank you for using our e-Procurement Portal which has been established to provide you with easy access to our online business services such as supplier registration, vendor self-service and e-bidding.

This email is to acknowledge that your Request for registration as a supplier, done on 03rd April 2020, has been received, summarized as follows:

Registration Request Reference No: RR00001

Company Name: Dynasoft Business Solutions Ltd

Tax Registration (PIN) No: P051246621X

Contact Person: Ushindi Stephen

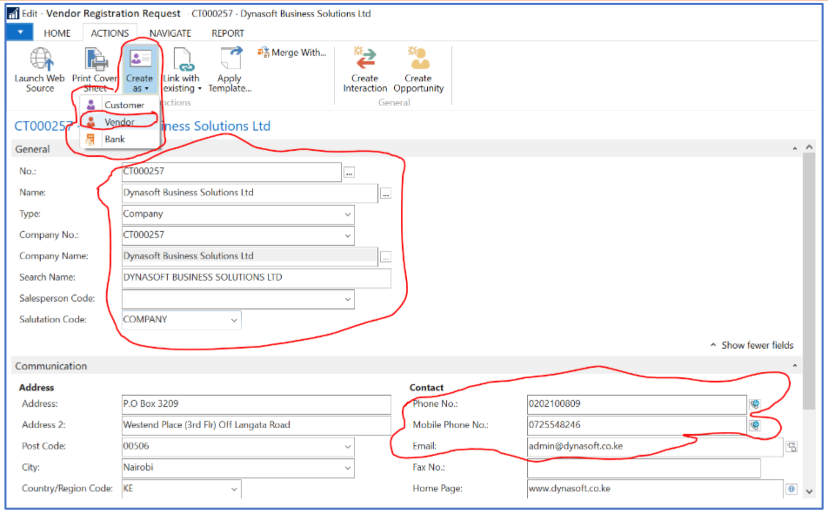
Primary email: Admin@dynasoft.co.ke

Mobile Phone No: 0725677822

Please note that the Procurement Office shall review your request and once approved, you shall receive an account activation email and a link to the Confidential Business Questionnaire for you to complete your registration.

If you require any assistance, please contact our Procurement team by Phone +254 (020) 7807600 or vendor support team via Email: procurement@kerra.go.ke

- Once the Procurement back-office team receives the registration request (Available under the *Vendor Registration Requests*), they shall be able to approve the registration for the new supplier by clicking on *Create as Vendor* function.
  - Vendor Registration Requests-This shall be a list page that is created and linked to the Contacts Table, that automatically filters requests coming from the E-Procurement Portal (When such requests are being submitted, the portal shall mark them as Portal Requests).



- If the submitted request is for an existing supplier account, the procurement portal admin/representative can add the created contact record to the existing vendor account.
- Once the contact record (vendor registration request) has been associated with a vendor record (either created as a new supplier account or mapping to an existing account), the system shall create the user in the Dynasoft Portal user table and assign them a randomly generated user password. An account activation email shall be sent to the supplier to enable them proceed with completion of the confidential business questionnaire. The screenshot below shows a sample account activation email that shall be sent to the supplier:

Sample Account Activation Email (After Vendor Record has been created)

Subject: e-Procurement Account Activation (Vendor Account No: V008922)

Kenya Rural Roads Authority (KeRRA)

P.o. Box 48151-00100

Barabara Plaza, Block B (Airport South Road, Opp. KCAA), Nairobi-Kenya

Dear Stephen Ushindi,

Please note that your Vendor account has been created on our System, with the following key registration details:

Vendor Account No: V008922

Vendor Name: Dynasoft Business Solutions Ltd

Tax Registration (PIN) No: P051246621X

We have also created your portal access account with the following login credentials:

User Name: ushindi@dynasoft.co.ke

Password: 6377xYM

To access our portal and complete your registration click on the link below, using your email address ushindi@dynasoft.co.ke:

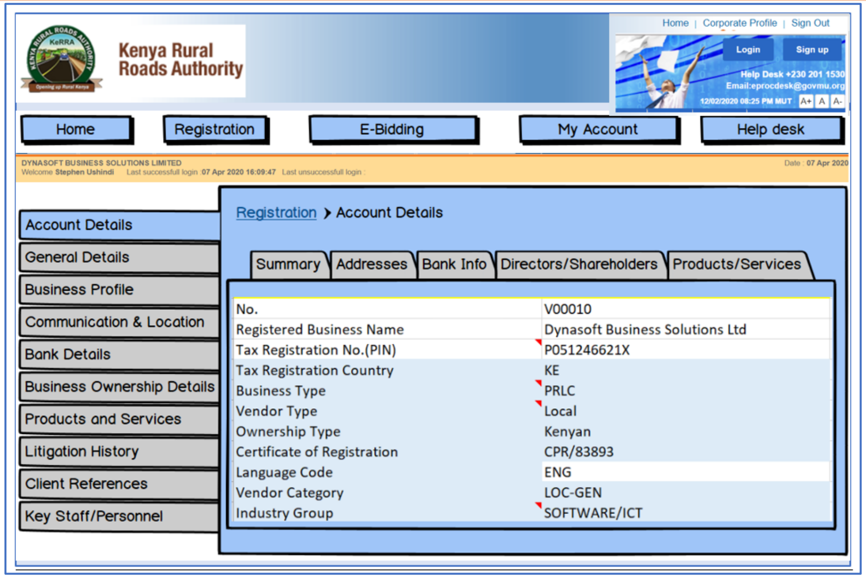
Activate My Account

Once you access our portal, you shall be able to complete the Confidential Business Questionnaire section of the registration that shall require you to provide the following information:

- Business profile summary
- Communication/contact details
- Bank account details
- Business ownership details-Business type and directors/shareholders
- Products and services offered by your organization
- Litigation history
- Any client references
- Summary of your key staff

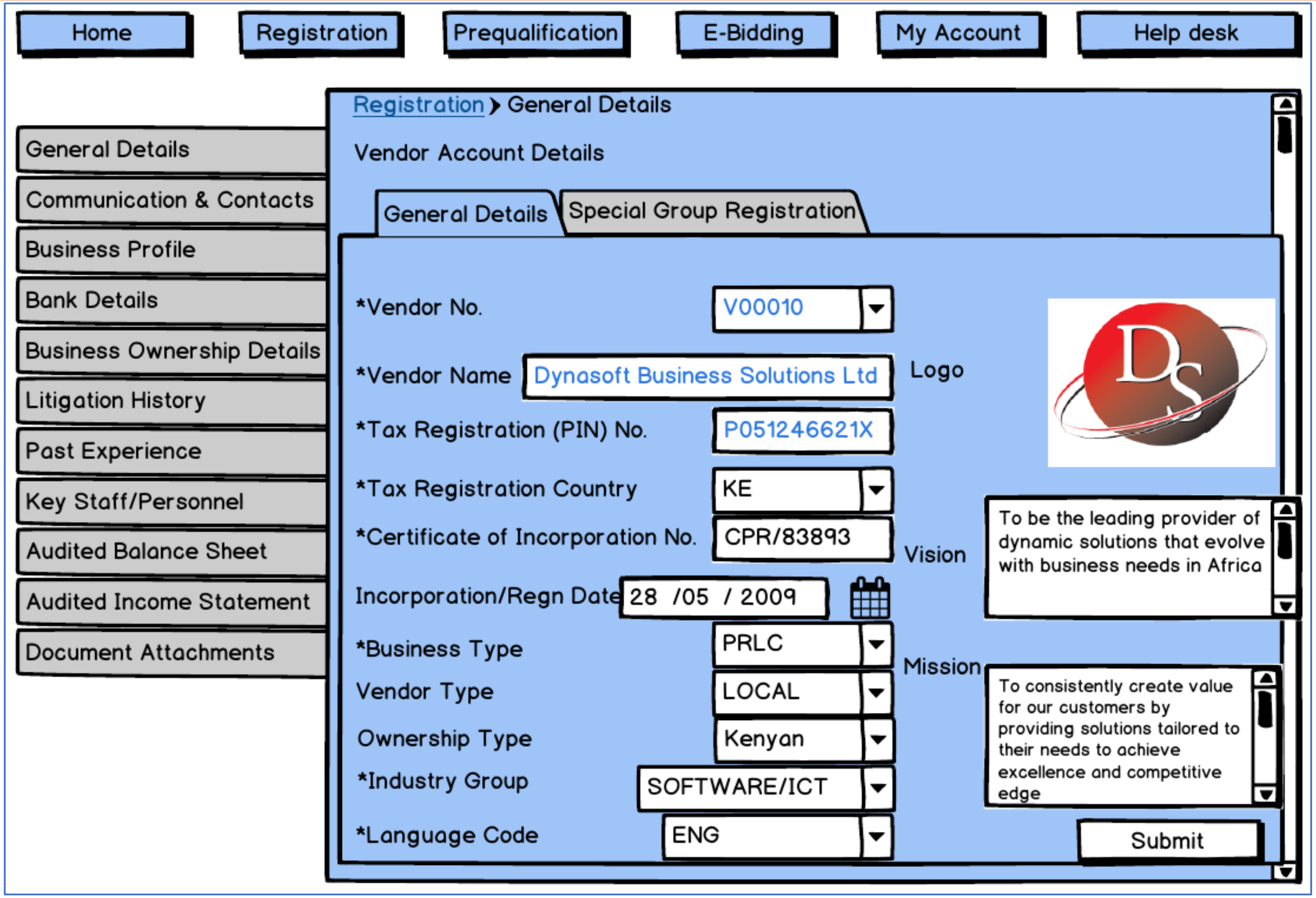
If you require any assistance, please contact our Procurement team by Phone +254 (020) 7807600 or vendor support team via Email: procurement@kerra.go.ke

- Once the user activates their account and logs into the Vendor registration portal, they shall have a section to complete the registration.



a) General Details Page (Linked to Vendor Table)

- This section allows the user to complete the General details of the supplier account. The Vendor No., Registered Business Name and Tax Registration (PIN) No. are un-editable fields that are inherited from the vendor registration request page (For new applicants). For existing vendors, the Tax Registration (PIN) No. must be existing for the vendor to be activated to use the e-Procurement portal.



The fields completed on the Portal shall be mapped into the Vendor Table as summarized below:

Name	VAT Registration No.	Tax Registration Country	Certificate of Incorporation No.	Incorporation /Regn Date	Business Type	Vendor Type	Ownership Type	Industry Group	Language Code	Vision Statement	Mission Statement
Dynasoft Business Solutions Ltd	P051246621X	KE	CPR/83893	28/05/2019	PRLC	Local	Kenyan	SOFTWARE/ICT	ENG		

Name	Dynasoft Business Solutions Ltd
VAT Registration No.	P051246621X
Tax Registration Country	KE
Certificate of Incorporation No.	CPR/83893
Incorporation/Regn Date	28/05/2019
Business Type	PRLC
Vendor Type	Local
Ownership Type	Kenyan
Industry Group	SOFTWARE/ICT
Language Code	ENG
Vision Statement	
Mission Statement	

Field	**Description**	**Sample Data**
No.	Primary key of the Vendor table (Linked to No. Series and created from Contact Table for new vendor registration requests).	V00010
Registered Business Name	Name field of the Vendor table (Caption has been changed on the Vendor Registration Card)	Dynasoft Business Solutions Ltd
Tax Registration No.(PIN)	VAT Registration No. field of the Vendor table. The caption has been changed on the Vendor Registration Card. This shall serve as the primary tax identifier for any existing or prospective supplier (Due to its ability to link to G/L entries for tax reporting purposes)	P051246621X

			Tax Registration Country	Customized field that is used to show country of tax registration. It is linked to the Country/Region Table (T9)	KE
			Certificate of Registration	Registration/incorporation certificate number	CPR/83893
			Registration/Incorporation Date	Date when the firm was registered/incorporated	28/05/2009
			Business Type	Customized field that is used to assign the Business Type to the Supplier. It is linked to the Business Type Table.	PRLC
			Vendor Type	Customized field that is used to classify vendors as either Local or International. The E-Procurement Setup has the Local Vendor Country Code field to determine, by default, the local country of the procuring entity. Any vendor whose Tax Registration Country Code is not similar to E-Procurement.Local Vendor Country Code setting, the system shall change its vendor type to International	Local
			Ownership Type	Customized field that is used to classify the ownership details of the company into Kenyan-owned, Multi-national (Majority Kenya owned) or Multi-nation (Other) for analysis purposes.	Kenyan
			Industry Group	Customized field that is used to classify the vendor as per the Industry Groups (Linked to Industry Group Table-T5057)	SOFTWARE/ICT
			Language Code	Used to select the default language code for a vendor. It is mapped to the Language Table (T8). The default Language code is defined in the E-Procurement Setup.Default Language Code	ENG
			Vision Statement	Company vision statement	
			Mission Statement	Company mission statement	

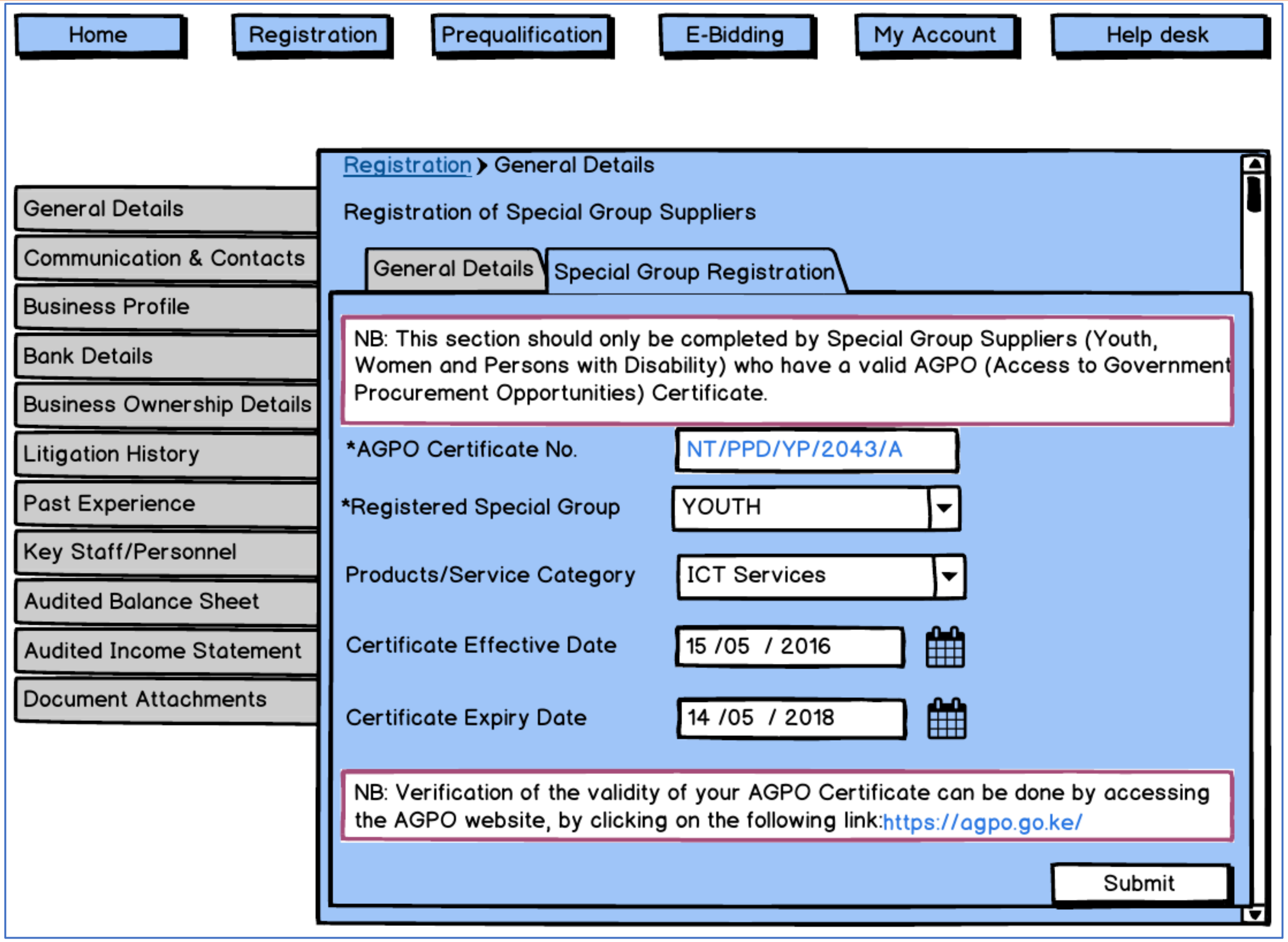
b) Special Group Registration Page (Linked to Vendor Special Group Entry Table)

- This section allows the portal user to define whether a vendor has valid AGPO special group certificate and is thus considered as a special vendor, under the Preference and Reservations scheme/program. On submission of the entries from the portal, the system updates the Vendor Special Group Entry Table.

AGPO Certificate No	Vendor No	Registered Special Group	Products/Service Category	Certificate Effective Date	Certificate Expiry Date	Certifying Agency	Blocked
AGPO18039	V00003	WOMEN	ICT Services	01/01/2015	31/12/2020	AGPO	No
AGPO19038	V00002	PWD	Engeneering Works	01/01/2015	31/12/2020	AGPO	No
AGPO19038	V00005	LOC	Building Works	01/01/2015			No
AGPO49037	V00004	FOREIGN	Stationery Supply	01/01/2015			No
AGPO96037	V00001	YOUTH	Vegetables Supply	01/01/2015	31/12/2020	AGPO	No

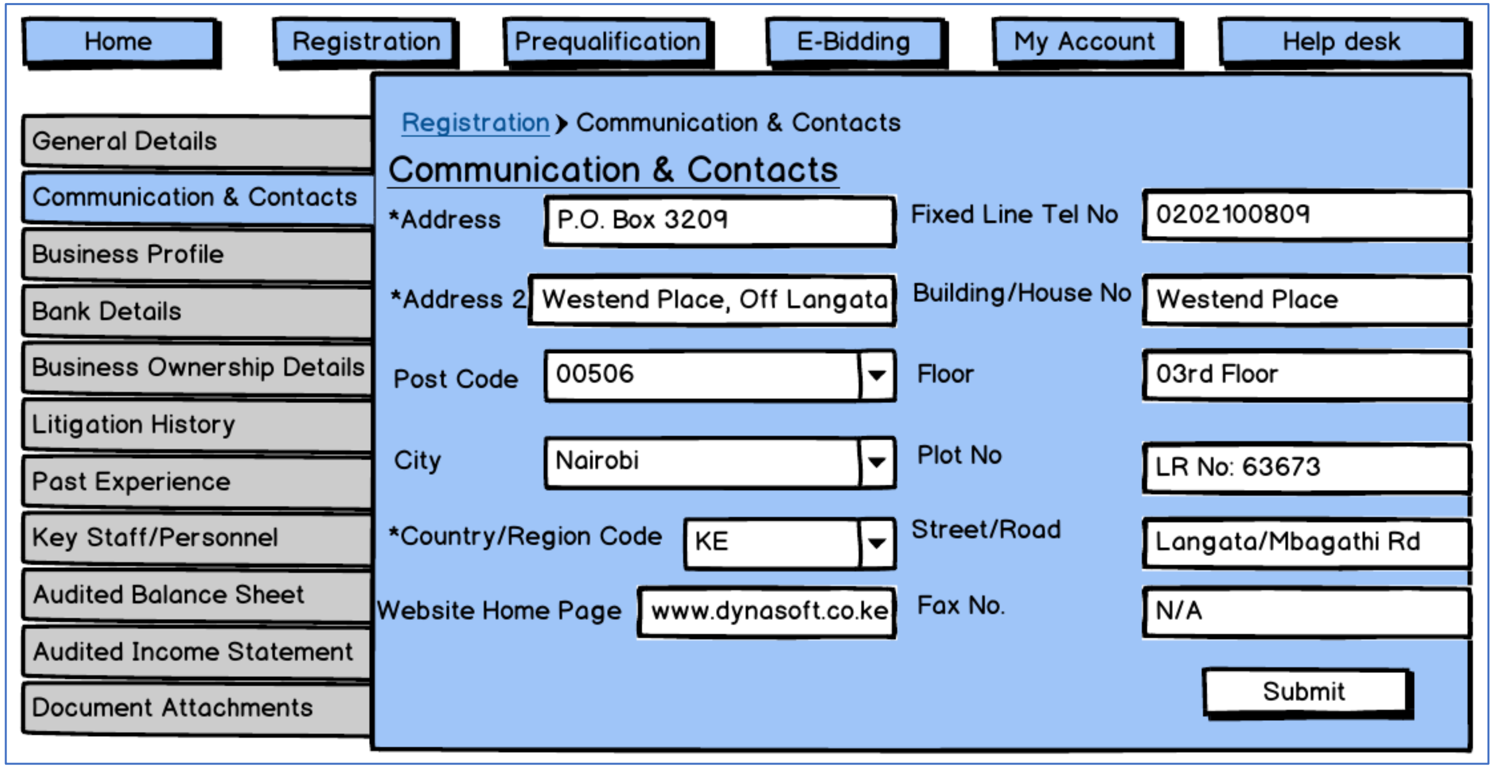
The key fields of the Special Group Entry Table include:

Field	Description
AGPO Certificate No	Used to record the AGPO Certificate No
Vendor No	Linked to Vendor Table (To associate a Special Group entry with a given supplier)
Registered Special Group	This field is linked to the Special Vendor Category Table to define whether a vendor has been registered under Youth, Women or PWDs
Products/Service Category	An informational field that describes the product/service groups under which the vendor has been registered by AGPO.
Certificate Effective Date	Effective date of the AGPO certificate
Certificate Expiry Date	Expiry date of the AGPO certificate
Blocked	Used to block a given AGPO entry in cases where further checks confirm invalidity of the certificate, or when the certificate has expired


Home
Registration
Prequalification
E-Bidding
My Account
Help desk
General Details
Communication & Contacts
Business Profile
Bank Details
Business Ownership Details
Litigation History
Past Experience
Key Staff/Personnel
Audited Balance Sheet
Audited Income Statement
Document Attachments
Registration > General Details
Registration of Special Group Suppliers
General Details
Special Group Registration
NB: This section should only be completed by Special Group Suppliers (Youth, Women and Persons with Disability) who have a valid AGPO (Access to Government Procurement Opportunities) Certificate.
*AGPO Certificate No.
NT/PPD/YP/2043/A
*Registered Special Group
YOUTH
Products/Service Category
ICT Services
Certificate Effective Date
15 /05 / 2016
Certificate Expiry Date
14 /05 / 2018
NB: Verification of the validity of your AGPO Certificate can be done by accessing the AGPO website, by clicking on the following link:https://agpo.go.ke/
Submit

c) Communication & Contacts Details (Linked to Vendor Table)

- This Communication and Contacts section is shall be similar to the *Address and Contact* fast-tab on the Vendor Card. However, additional customized fields have been included to capture the details usually defined on the Confidential Business Questionnaire.

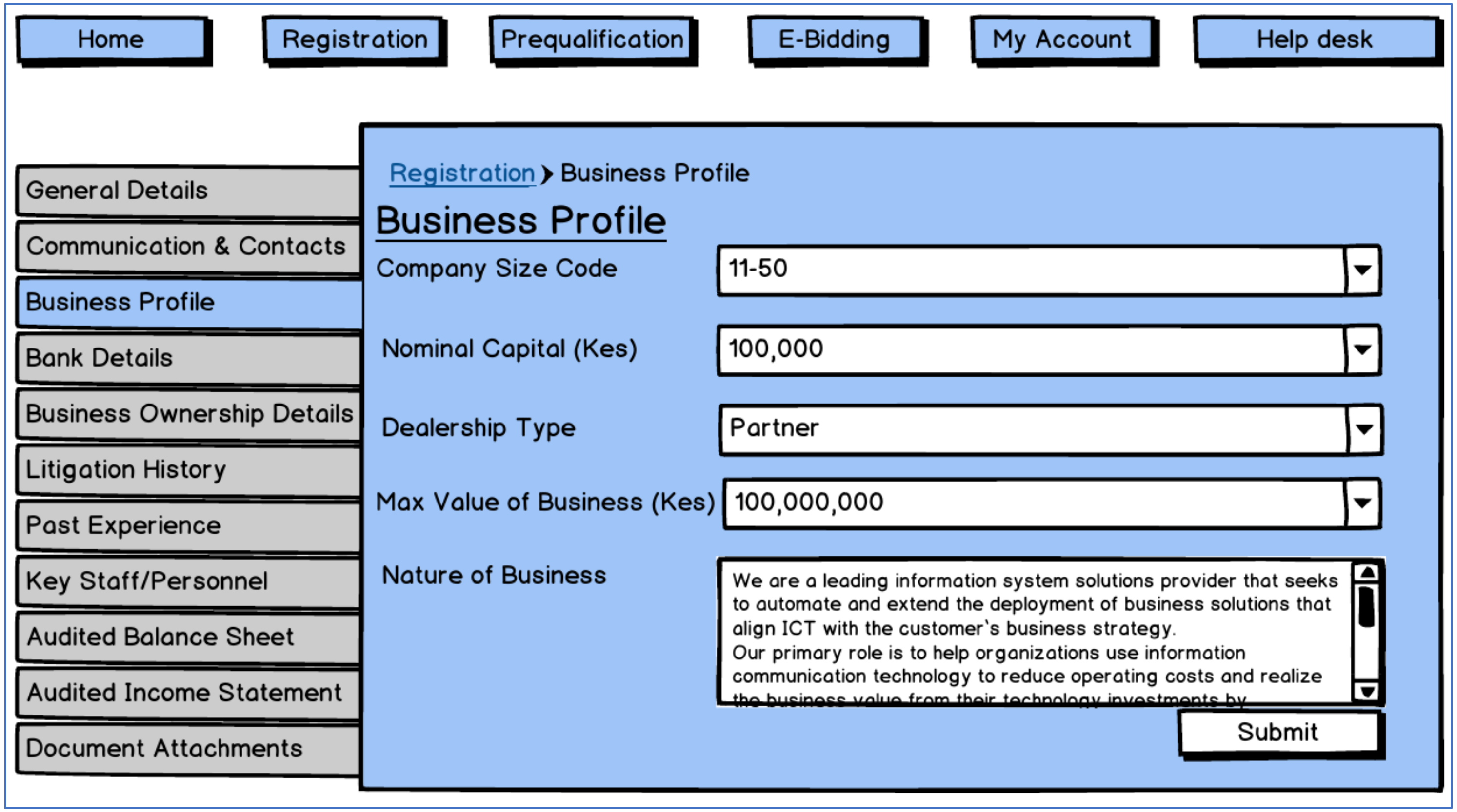


Vendor Category		LOC-GEN
Address	Used to record the postal address details of the vendor	P.O Box 3209
Address 2	Address 2 of the vendor	Westend Place (3rd Flr) Off Langata Road
Post Code	Linked to Post code Table (T225)	00506
City	Linked to Post code Table (T225)	Nairobi
Country/Region Code	Linked to Country/Region Table (T9)	KE
Phone No.	Primary Mobile phone No. for the supplier	+254202100809
Email	Primary email address for the supplier	admin@dynasoft.co.ke
Home Page	Website link for the supplier	www.dynasoft.co.ke
Primary Contact Name	Name of the primary contact person (Representative of the supplier who shall be the supplier admin for the E-Procurement portal	Ushindi Stephen
Contact Designation (Title)	Designation of the supplier admin/contact	Chief Operating Officer
Fixed Line Tel No	Telephone No. of the supplier	0202100004
Building/House No	Additional location details (Buildings/House No)	WESTEND PLACE
Floor	Additional location details (Office location/Floor)	3RD FLR
Plot No	LR Title No. for primary Office location of the supplier	LR No: 63673
Street	Street/Road location details for primary office location for the supplier	Off Kiuna Drive
Company Size Code (No. Of Employees)	Used to map the supplier to the company size codes based on current number of employees (Linked to Company Size Code Table)	11-50

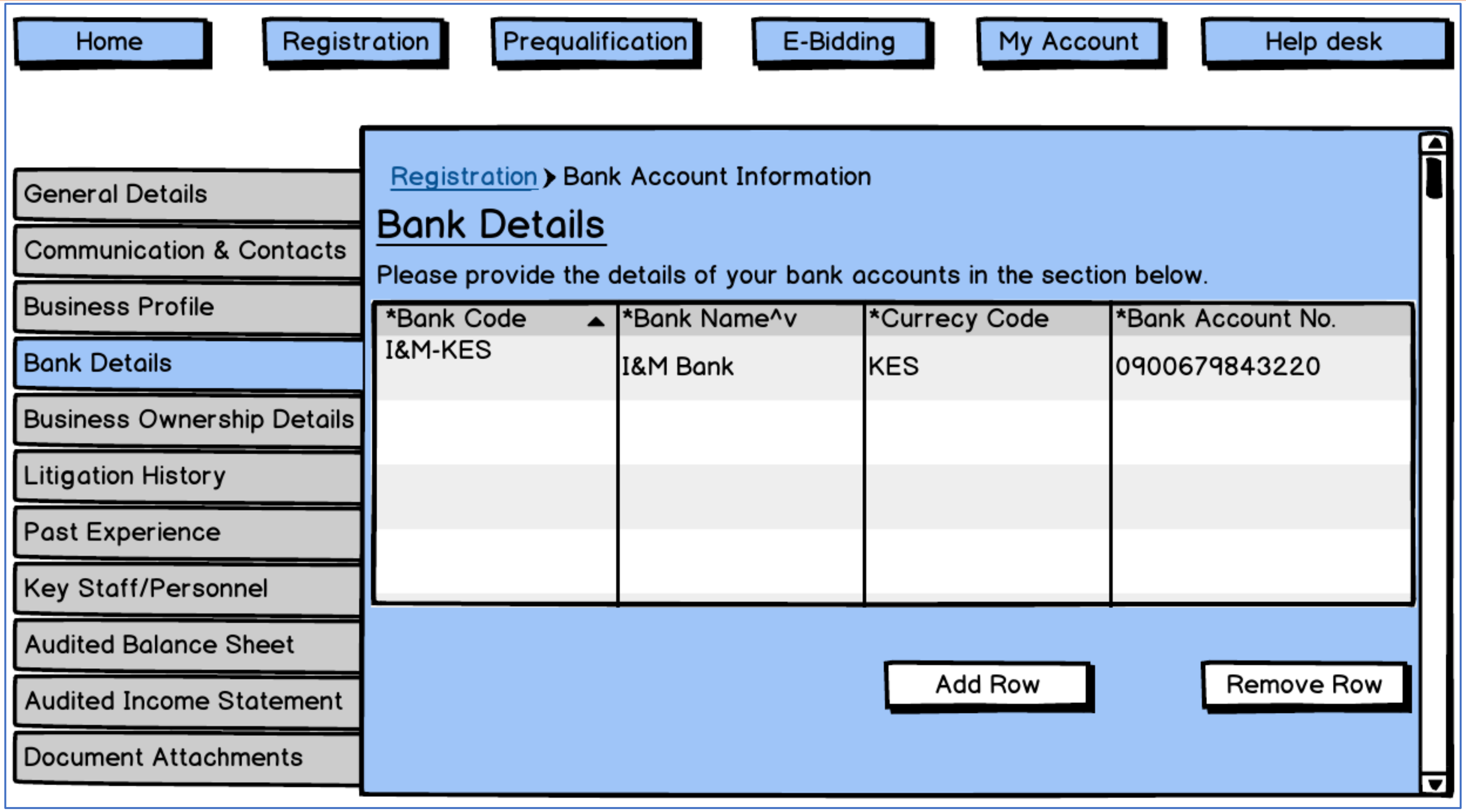
Country of Incorporation /Registration	Used to record the country of registration/incorporation of the supplier. It is linked to T9 and auto-populated based on the selected Tax Registration Country code.	KE
Operations Start Date	Date when the firm began active operations	01/01/2011
Nominal Capital LCY	This field is only allowed for Registered Company only (Based on Business Type field). It is used to record the nominal capital value for the registered company	100,000
Issued Capital LCY	This field is only allowed for Registered Company only (Based on Business Type field). It is used to record the issued capital value for the registered company	100,000
Dealership Type	Suppliers of Goods shall generally be required to indicate the dealership arrangement they have e.g. manufacturer, distributor, reseller etc	Partner
Max Value of Business	Informational field that indicates the maximum value of business that the vendor can handle at any given time	
Nature of Business	A brief description of the company in terms of core mandate, market, operation regions etc	Microsoft-certified Business solutions Partner (Based in Nairobi-Kenya)

- Communication and Contacts Table (Linked to Vendor Table)

d) **Business Profile Details (Linked to Vendor Table)**



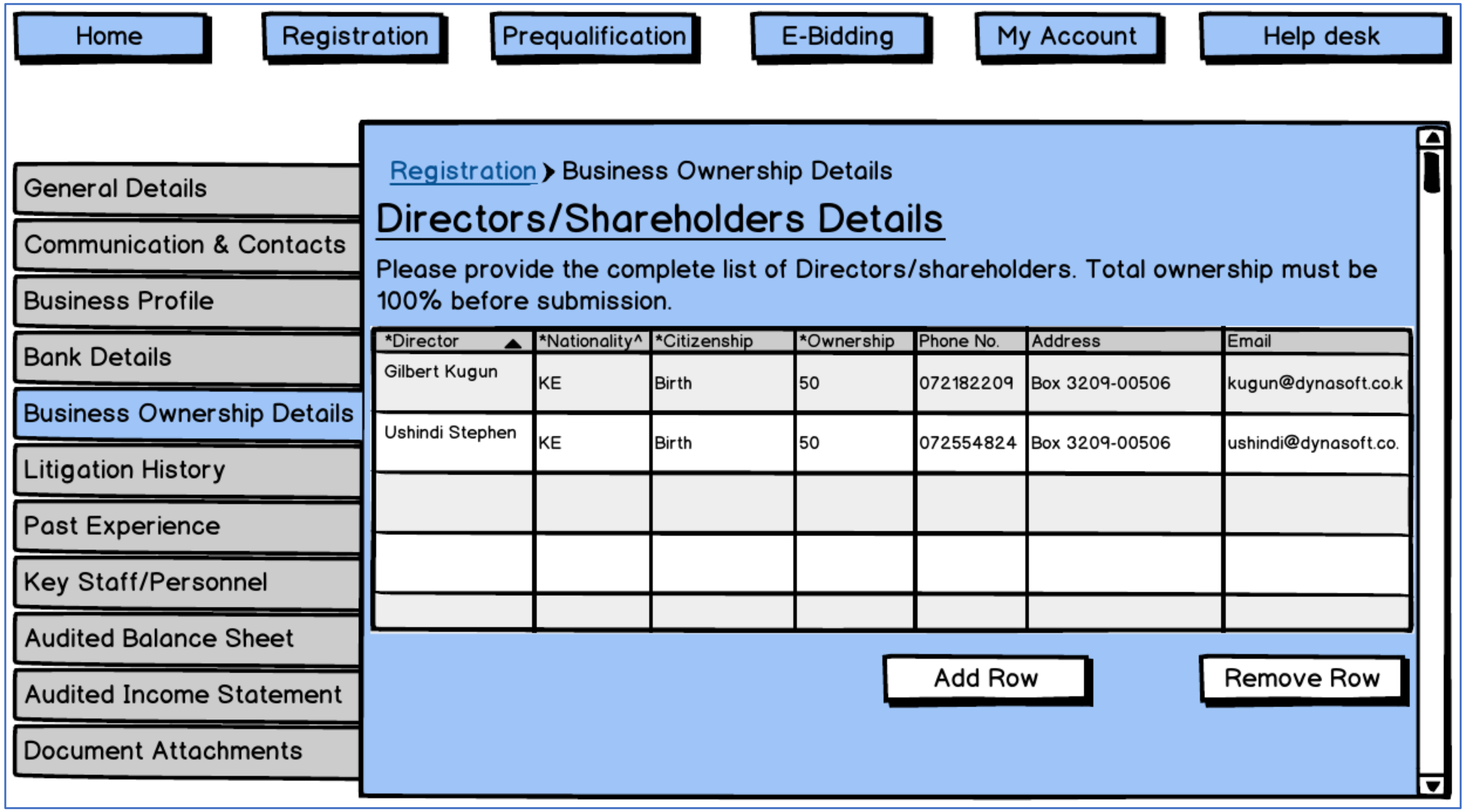
e) **Bank Details Page (Linked to Vendor Bank Account Table)**


Home
Registration
Prequalification
E-Bidding
My Account
Help desk
General Details
Communication & Contacts
Business Profile
Bank Details
Business Ownership Details
Litigation History
Past Experience
Key Staff/Personnel
Audited Balance Sheet
Audited Income Statement
Document Attachments
Registration > Bank Account Information
Bank Details
Please provide the details of your bank accounts in the section below.
*Bank Code
*Bank Name^v
*Currecy Code
*Bank Account No.
I&M-KES
I&M Bank
KES
0900679843220
Add Row
Remove Row

f) Business Ownership Details Page (Linked to Vendor Business Owner Table)

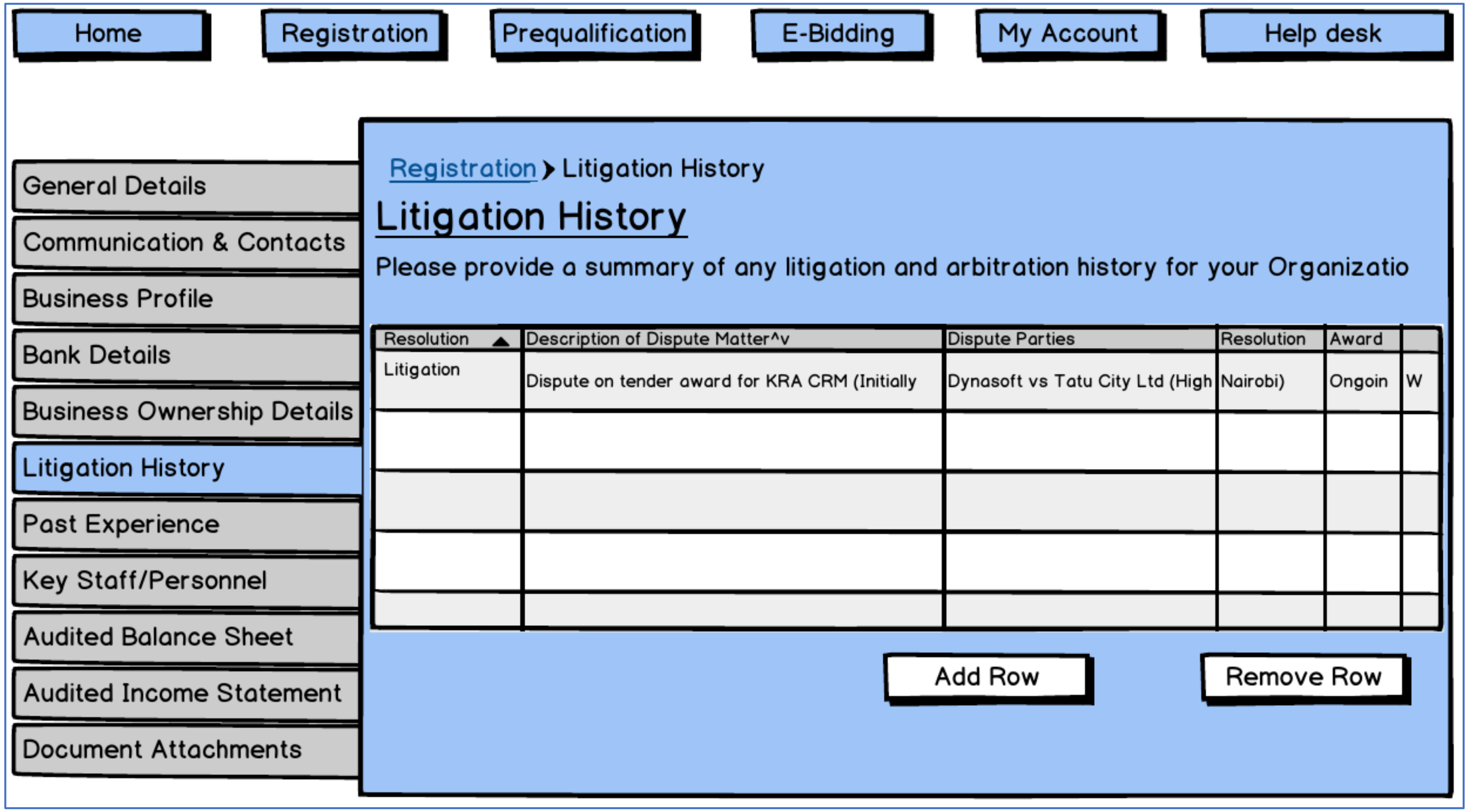
- Business ownership details (Linked to Vendor Business Owner table)

Entry No	Vendor No.	Name	Address	Post Code	Address 2	City	Phone No.	Nationality ID	Citizenship Type	Entity Ownership %	Share Types	No. of Shares	Nominal Value/Share	Total Nominal Value	Ownership Effective Date	Blocked
1	V00001	Gilbert Kiplagat Kugun	P.O Box 3209	00100	Westend Place (3rd Flr)	Nairobi		KE	Birth	50%	ORDINARY	500	100.00	50,000.00	28/05/2019	No
2	V00001	Ushindi Stephen	640 Nixon Blvd.	00100	Westend Place (3rd Flr)	Nairobi		KE	Birth	50%	ORDINARY	500	100.00	50,000.00	28/05/2019	No



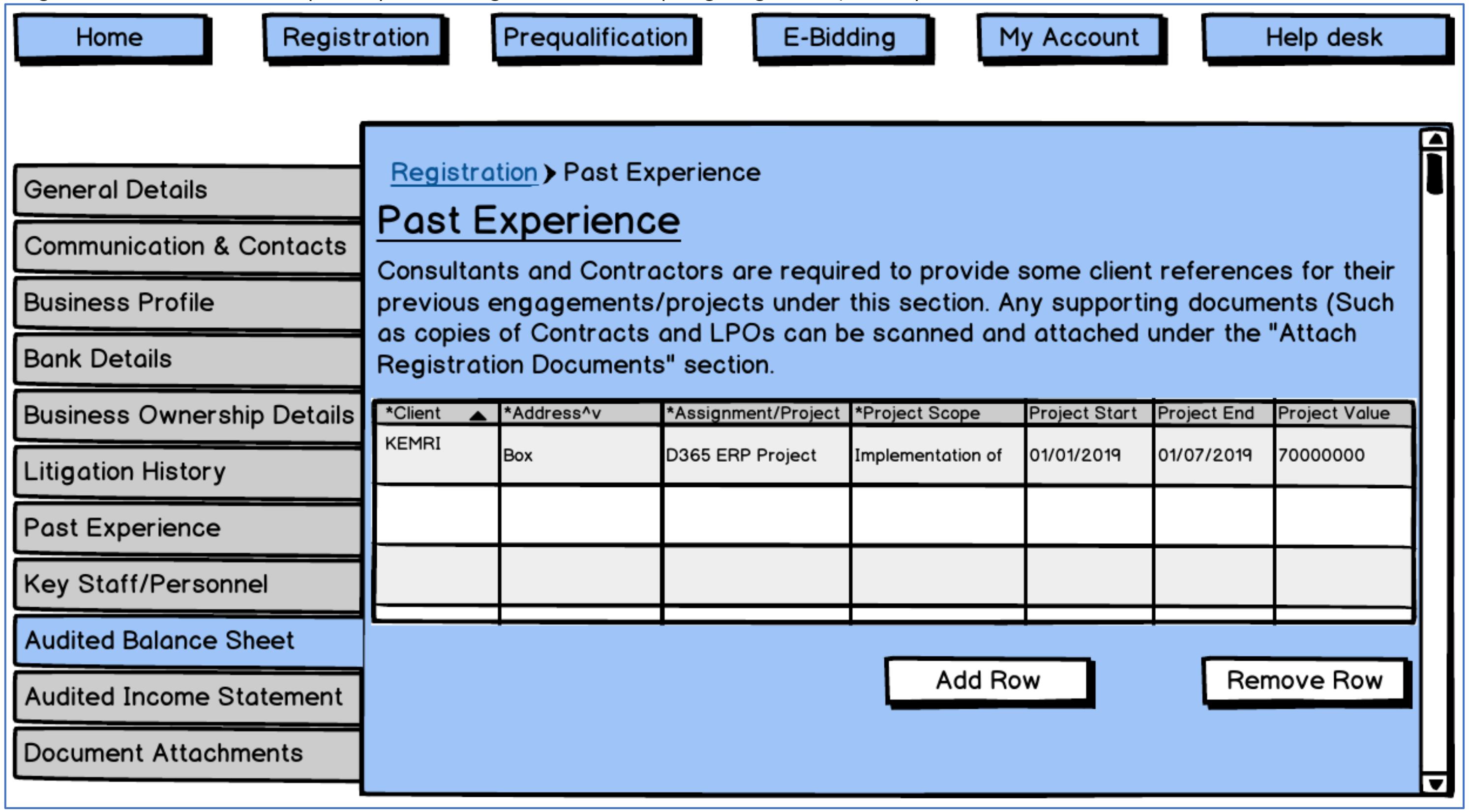
g) Litigation History Details Page (Linked to Vendor Litigation History Table)

This is used to record any litigation and arbitration matters involving the supplier. Key details captured include the Dispute Resolution Category (Litigation, Arbitration or Mediation), Matter Description (A description of the dispute), Dispute Parties (A summary of the dispute parties/disputants), Resolution Status (Pending, Closed) and Award Type (Pending Verdict, Won or Lost).



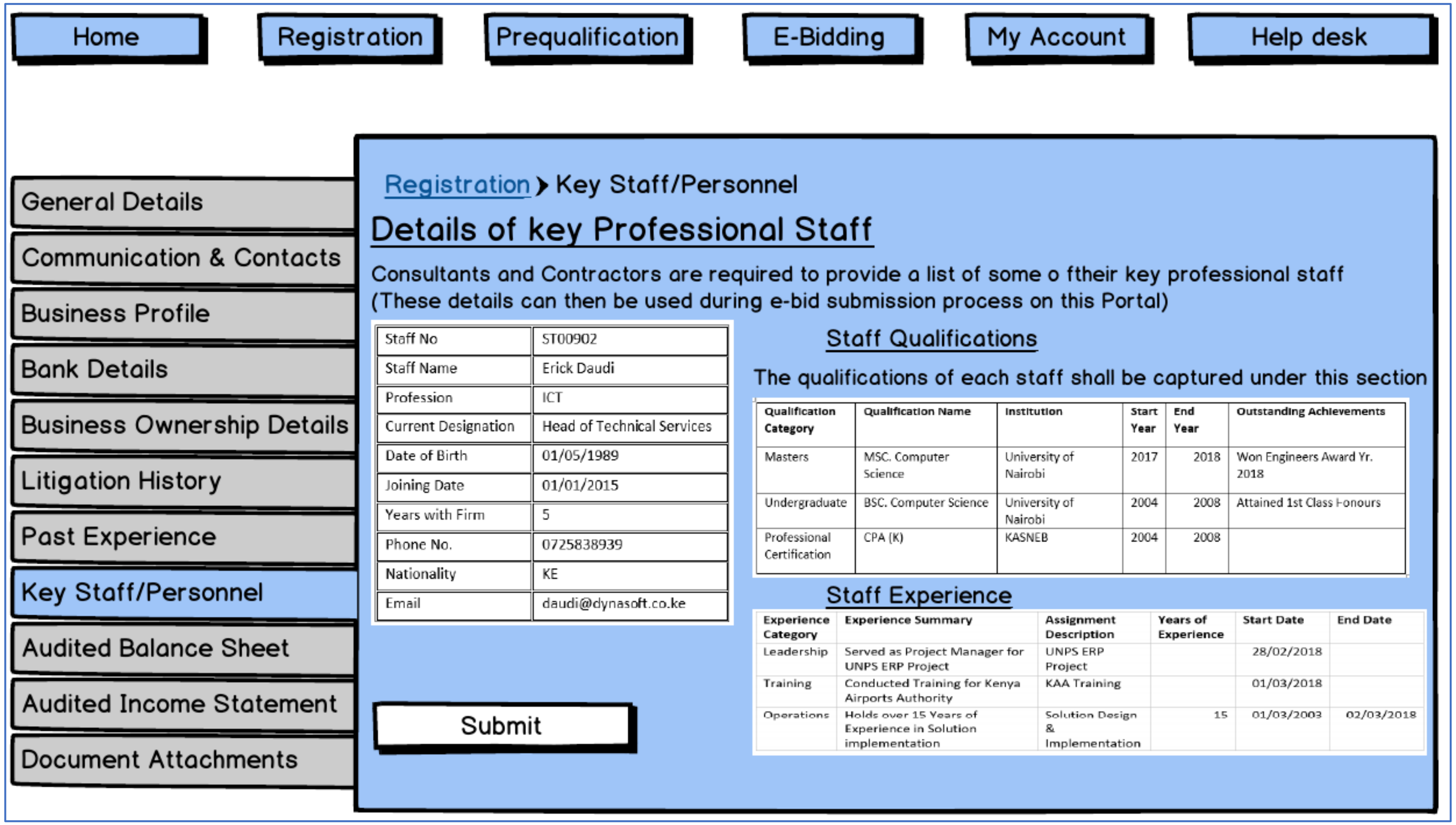
h) Past Experience Page (Linked to Vendor Client Reference Table)

This is used to record any client references that the supplier has offered their products (goods, works and services) to. This section is critical for consultants and contractors to demonstrate their previous engagements/experience in the delivery of their service and Some of the information that can be submitted include Client name, their contact details (Address details, contact email , contact person and telephone numbers), Assignment/Project name (Previous projects done by the vendor), Scope of Goods/Works/Services Offred, Delivery location (An open text field for the location of the client or where the services/works were offered), Contract reference (Used to record any contract number for each assignment), assignment/project start/end date, assignment value/Amount (In Kes) and Assignment Status (Ongoing, Completed)



i) Key Staff/Personnel Page (Linked to Vendor Professional Staff Table)

- This section is critical for consultants and contractors to provide the details of their key professional/technical staff. The e-bidding processes shall then allow the supplier to copy details of proposed staff from this setup. The staff qualifications (Mapped to Vendor Staff Qualification table) and experience (mapped to the Vendor Staff Experience table) can be captured for each staff record.



Staff No	ST00902
Staff Name	Erick Daudi
Profession	ICT
Current Designation	Head of Technical Services
Date of Birth	01/05/1989
Joining Date	01/01/2015
Years with Firm	5
Phone No.	0725838939
Nationality	KE
Email	daudi@dynasoft.co.ke

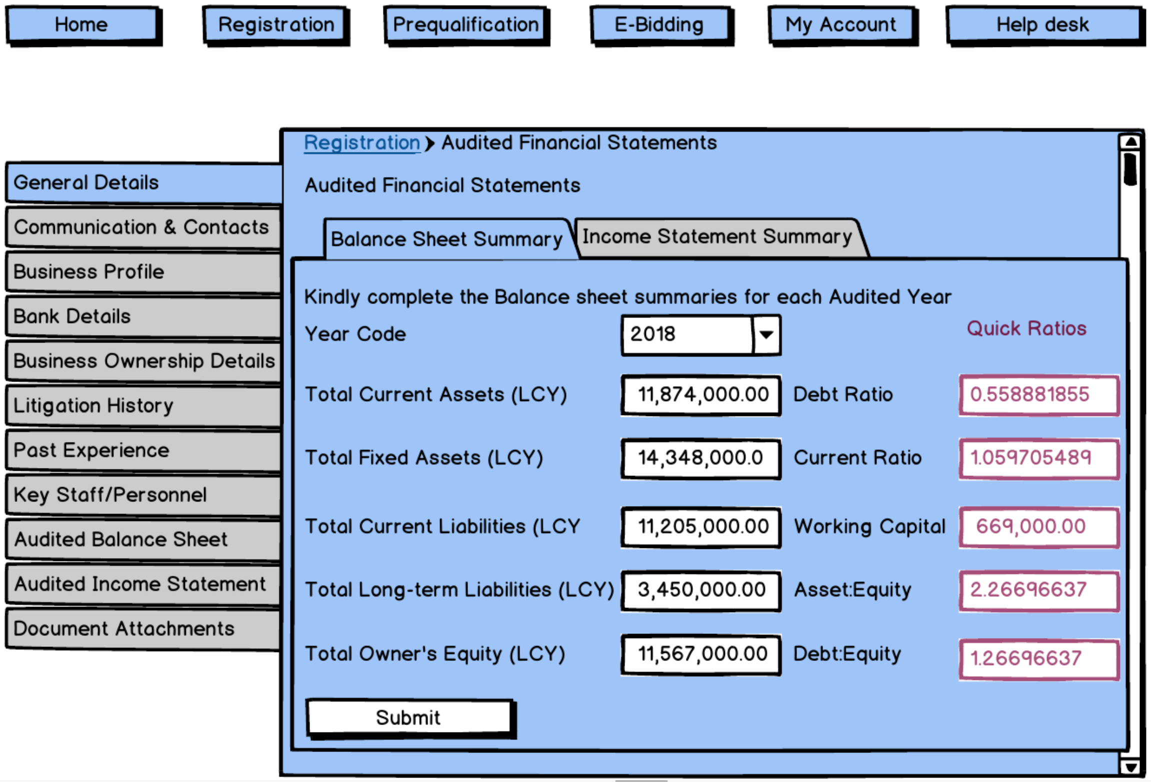
Qualification Category	Qualification Name	Institution	Start Year	End Year	Outstanding Achievements
Masters	MSC. Computer Science	University of Nairobi	2017	2018	Won Engineers Award Yr. 2018
Undergraduate	BSC. Computer Science	University of Nairobi	2004	2008	Attained 1st Class Honours
Professional Certification	CPA (K)	KASNEB	2004	2008	

Experience Category	Experience Summary	Assignment Description	Years of Experience	Start Date	End Date
Leadership	Served as Project Manager for UNPS ERP Project	UNPS ERP Project		28/02/2018	
Training	Conducted Training for Kenya Airports Authority	KAA Training		01/03/2018	
Operations	Holds over 15 Years of Experience in Solution implementation	Solution Design & Implementation	15	01/03/2003	02/03/2018

j) Audited Balance Sheet Page (Linked to Vendor Audited Balance Sheet Table)

This section allows the vendors to record summary details of their audited balance sheet (Information to be used during the bid submission process). The main details to be recorded include the Audit Year Code, Total Current Assets, Total Fixed Assets, Total Current Liabilities, Total Long-term liabilities and Total Owner's equity values. The system checks to ensure that the vendor portal user can not submit the balance sheet summary if the value of the Total assets is not equal to the total liabilities and owner's equity.

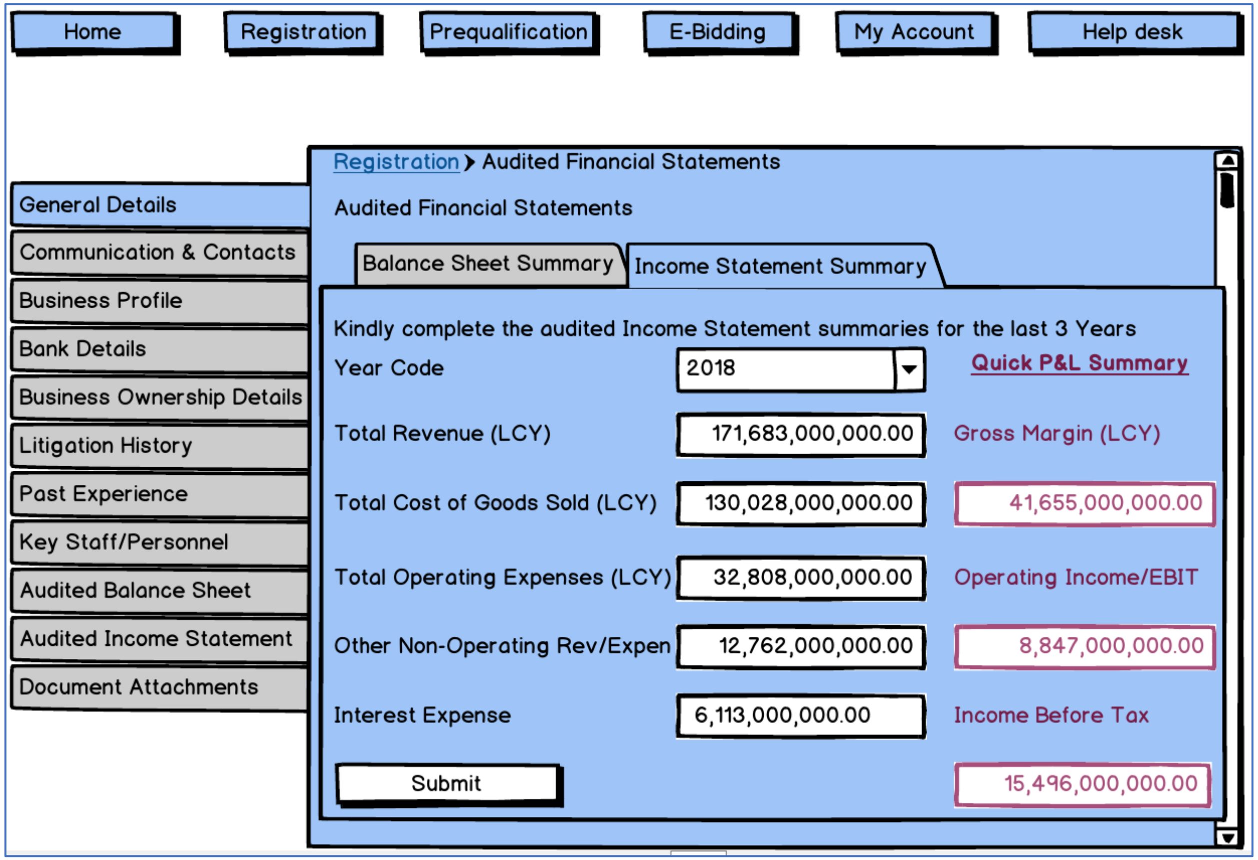
Current Assets (LCY)	Fixed Assets (LCY)	Total Assets (LCY)	Current Liabilities (LCY)	Long-term Liabilities (LCY)	Total Liabilities (LCY)	Owners Equity (LCY)	Total Liabilities & Owners Equity (LCY)	Debt Ratio	Current Ratio	Working Capital (LCY)	Assets-To-Equity Ratio	Debt-To-Equity Ratio
11,874,000.00	14,348,000.00	**26,222,000.00**	11,205,000.00	3,450,000.00	**14,655,000.00**	11,567,000.00	**26,222,000.00**	0.55888185	1.05970549	669,000.00	2.2669664	1.2669664
33,247,200.00	39,887,440.00	**73,134,640.00**	32,300,000.00	7,500,000.00	**39,800,000.00**	33,334,640.00	**73,134,640.00**	0.54420176	1.02932508	947,200.00	2.1939532	1.1939532



k) Audited Income Statement Page (Linked to Vendor Audited Income Statement Table)

This section allows the vendors to record summary details of their audited income statement (Information to be used during the bid submission process). The main details to be recorded include the Audit Year Code, Total Revenue, Total COGS, Total Operating Expenses, Other non-operating expenses & revenues and the Total Interest Expense.

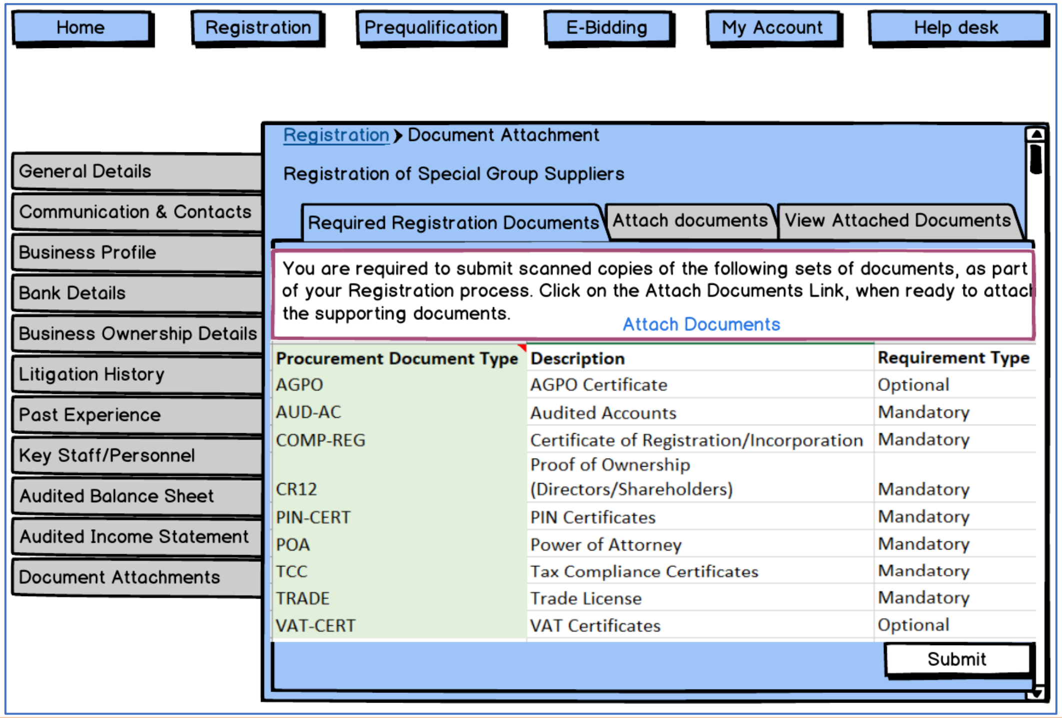
Vendor No.	Audit Year Code Reference	Total Revenue (LCY)	Total COGS (LCY)	Gross Margin (LCY)	Total Operating Expenses (LCY)	Operating Income/EBIT (LCY)	Other Non-operating Revenues/Expenses (LCY)	Interest Expense (LCY)	Income Before Taxes (LCY)	Income Tax Expense (LCY)	Net Income from Continuing Operations (LCY)	Below-the-line Items (LCY)	Net Income
V00010	2018	171,683,000,000.00	130,028,000,000.00	**41,655,000,000.00**	32,808,000,000.00	**8,847,000,000.00**	12,762,000,000.00	6,113,000,000.00	**15,496,000,000.00**	1,069,000,000.00	14,427,000,000.00	-	14,427,000,000.00



l) Document Attachments Pages

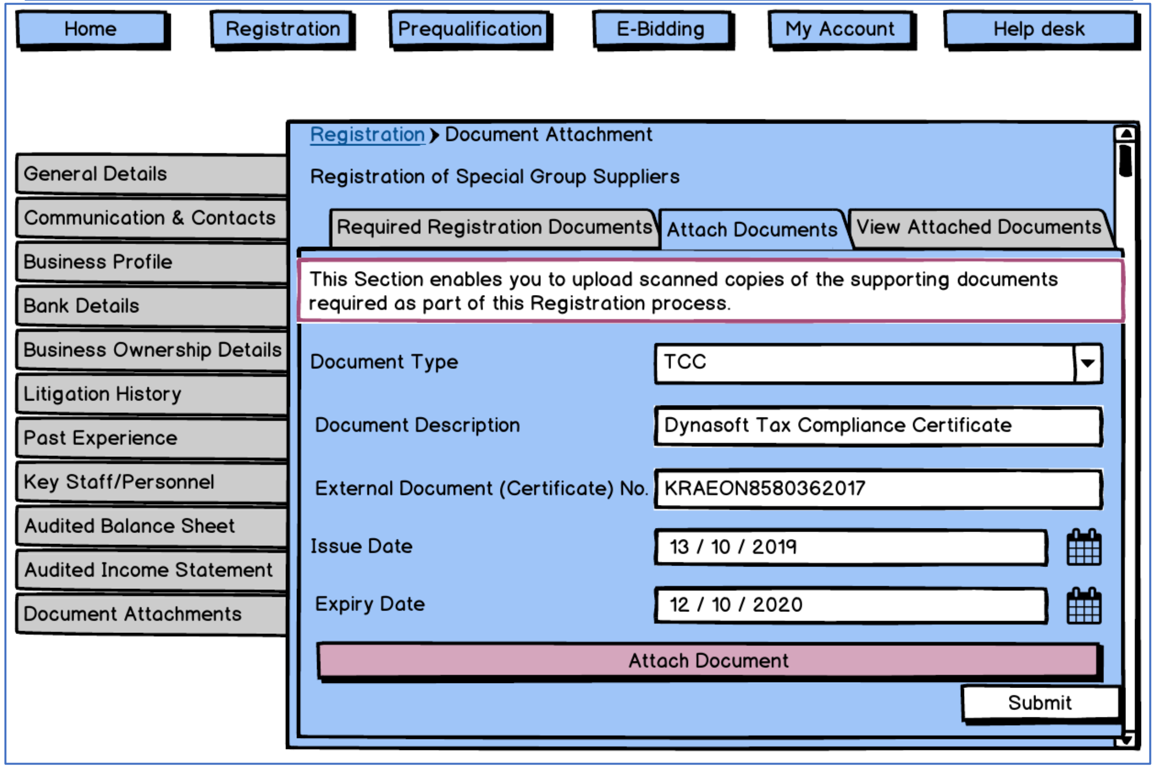
- The portal user can view all the supporting documents that have to be submitted as part of the registration process. This list is maintained under the Procurement Document Template Line Table (Filter where Template ID::E-Procurement.Default Template ID, Procurement Process::Registration)

Template	Procurement Proces	Procurement Document Ty	Description	Requirement Ty
TEMP0001	Registration	AGPO	AGPO Certificate	Optional
TEMP0001	Registration	AUD-AC	Audited Accounts	Mandatory
TEMP0001	Registration	COMP-REG	Certificate of Registration/Incorporation	Mandatory
TEMP0001	Registration	CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
TEMP0001	Registration	PIN-CERT	PIN Certificates	Mandatory
TEMP0001	Registration	POA	Power of Attorney	Mandatory
TEMP0001	Registration	TCC	Tax Compliance Certificates	Mandatory
TEMP0001	Registration	TRADE	Trade License	Mandatory
TEMP0001	Registration	VAT-CERT	VAT Certificates	Optional

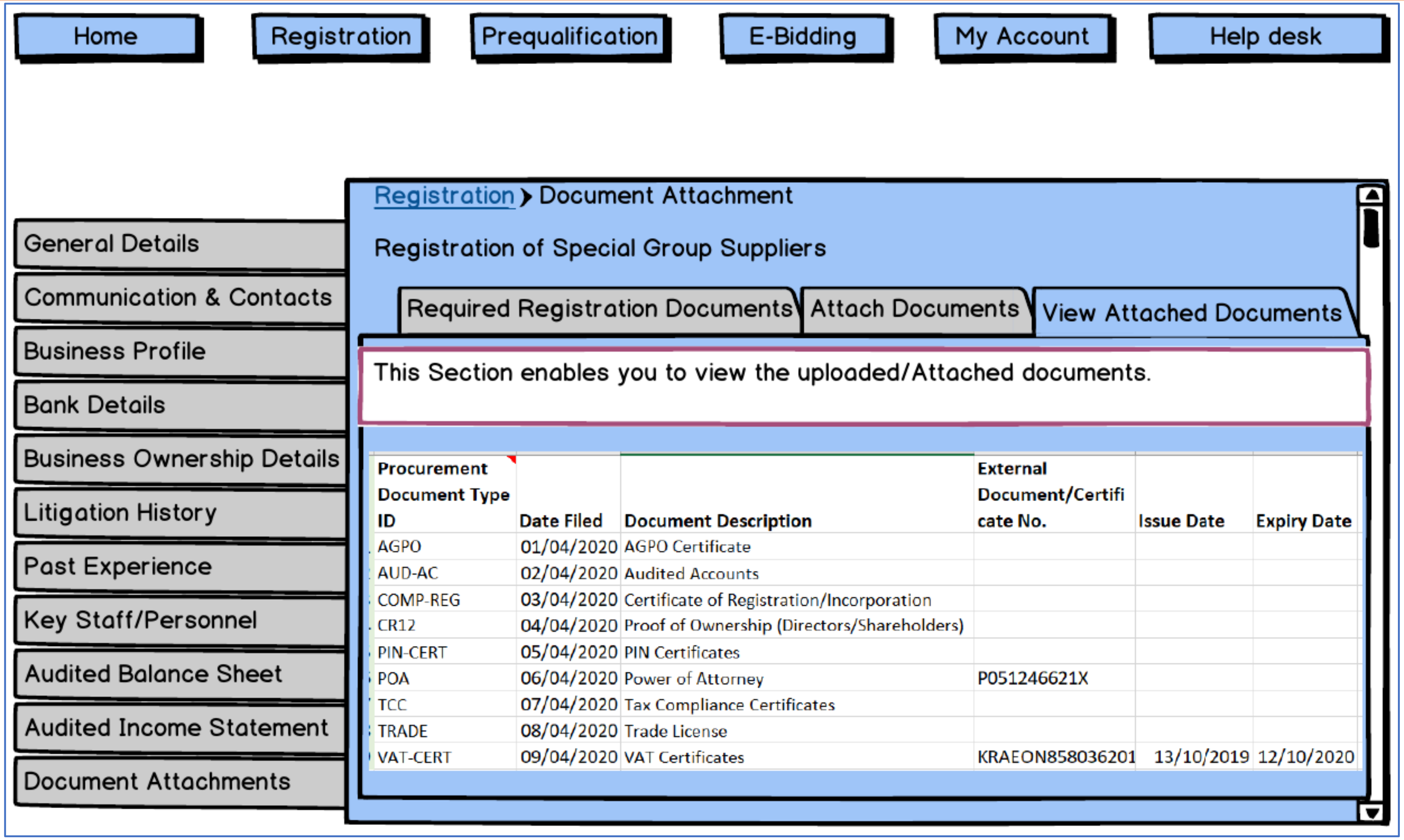


- The portal user can attach scanned documents and map them to the respective procurement document type. The registration document attachment is mapped to the *Vendor Filed Reg Document* Table.

Vendor No	Entry No	Procurement Document Type ID	Date Filed	Document Description	External Document/Certificate No.	Issue Date	Expiry Date	File Name	File Type	File Extension	Procurement Process
V00001	1	AGPO	01/04/2020	AGPO Certificate							Registration
V00001	2	AUD-AC	02/04/2020	Audited Accounts							Registration
V00001	3	COMP-REG	03/04/2020	Certificate of Registration/Incorporation							Registration
V00001	4	CR12	04/04/2020	Proof of Ownership (Directors/Shareholders)							Registration
V00001	5	PIN-CERT	05/04/2020	PIN Certificates							Registration
V00001	6	POA	06/04/2020	Power of Attorney	P051246621X						Registration
V00001	7	TCC	07/04/2020	Tax Compliance Certificates							Registration
V00001	8	TRADE	08/04/2020	Trade License							Registration
V00001	9	VAT-CERT	09/04/2020	VAT Certificates	KRAEON858036201	13/10/2019	12/10/2020				Registration



- The portal user can view the submitted document attachments (By viewing some details extracted from the *Vendor Filed Reg Document* Table)



Vendor Registration Card (Linked to Vendor Table)

- The Vendor Table (T23) shall be used to record all registration details of a vendor (whether existing or prospective).
- Vendor registration shall involve the submission of the following key details, for each supplier:
  - General details-The general details are captured directly on the Vendor table (T23). Some of the general details to be captured are summarized below:

General	
No.	V00010
Registered Business Name	Dynasoft Business Solutions Ltd
Tax Registration No.(PIN)	P051246621X
Tax Registration Country	KE
Business Type	PRLC
Vendor Type	Local
Ownership Type	Kenyan
Certificate of Registration	CPR/83893
Language Code	ENG
Vendor Category	LOC-GEN
Industry Group	SOFTWARE/ICT

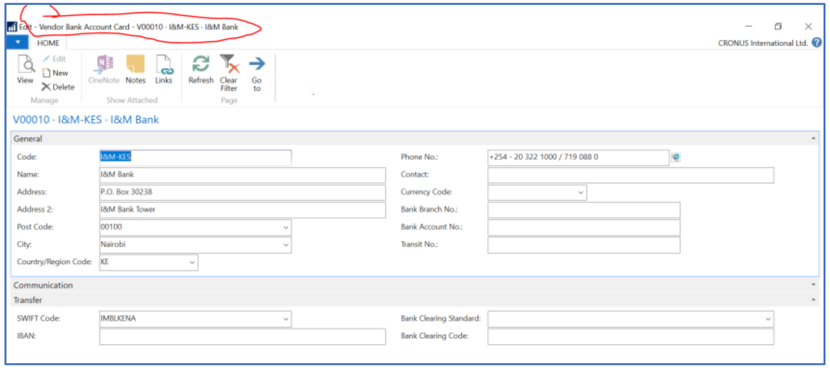
- Communication and contact details- The communication & contact details are captured directly on the Vendor table (T23). Some of the communication & contact details to be captured are summarized below:

Communication & Contacts	
Address	P.O Box 3209
Address 2	Westend Place (3rd Flr) Off Langata Road
Post Code	00506
City	Nairobi
Contact	
Phone No.	+254202100809
Email	admin@dynasoft.co.ke
Home Page	www.dynasoft.co.ke
Country/Region Code	KE
Primary Contact Person (Name)	Ushindi Stephen
Contact Designation (Title)	Chief Operating Officer
Fixed Line Tel No	0202100004
Building/House No	WESTEND PLACE
Floor	3RD FLR
Plot No	LR No: 63673
Street	Off Kiuna Drive

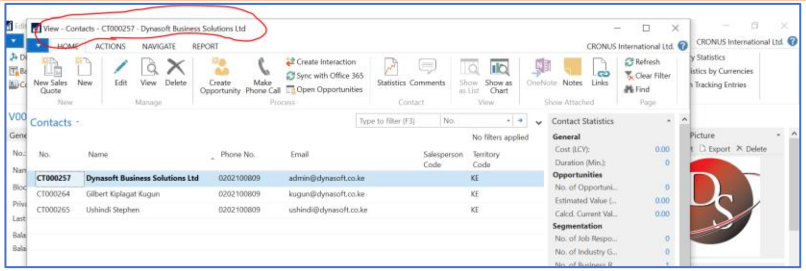
- Business profile summary details-A summarized profile of the company/business shall be recorded (Linked to vendor table T23)

Business Profile	
Company Size Code (No. Of Employees)	11-50
Country of Incorporation/Registration	KE
Registration/Incorporation Year	2009
Operations Start Year	2011
Nominal Capital LCY	100,000
Issued Capital LCY	100,000
Dealership Type	Manufacturer
Max Value of Business	
Vision Statement	
Mission Statement	
Nature of Business	Microsoft-certified Business solutions Partner (Based in Nairobi-Kenya)
Current Vendor Category	YOUTH
Vendor Group	Special

- Bank details-Used to list all the bank accounts that the supplier has (Mapped to the Vendor Bank Account Table (T288)



- Contact details-Used to record all the contact persons/representatives of the supplier (Mapped to Contact Table (T5050))



- Business owners' details (Directors)-Used to record the ownership details of the business such as list of Directors/Partners, their nationality, citizenship details, shareholding % and identity documents (Linked to Vendor Business Owner Table).

Entry No	Vendor No.	Name	Address	Post Code	Address 2	City	Phone No.	Nationality ID	Citizenship Type	Date of Birth	Date of Birth	Entity Ownership %	Share Types	No. of Shares	Nominal Value/Share	Total Nominal Value	Ownership Effective Date	Blocked
1	V00001	Gilbert Kiplagat Kugun	P.O Box 3209	00100	Westend Place (3rd Flr)	Nairobi		KE	Birth			50%	ORDINARY	500	100.00	50,000.00	28/05/2019	No
2	V00001	Ushindi Stephen	640 Nixon Blvd.	00100	Westend Place (3rd Flr)	Nairobi		KE	Birth			50%	ORDINARY	500	100.00	50,000.00	28/05/2019	No

- Products and services offered- Used to list all the procurement types, procurement categories and products (Linked to Items table) that a supplier deals in.
- Litigation history-Used to record any litigations (Won/lost) that the firm was involved in.

Entry No	Vendor No.	Dispute Matter	Category of Matter	Year	Other Dispute Party	3rd Party Entity	Dispute Amount LCY	Award Type
1	V00001	Dispute on tender award for KENGEN ERP (Initially awarded to ComTech Switzerland)	Arbitration	2018	Comtech Swirtzerland LLC	Nairobi Centre for International Arbitration (NCIA)	80,000,000.00	Won
2	V00002	Dispute on tender award for KRA CRM (Initially awarded to Tatu City Ltd)	Litigation	2018	Tatu City Ltd	High Court of Kenya	5,000,000.00	Pending verdict

- Client references-Used to list all the clients references that the supplier has dealt with previously (Linked to Vendor Client Reference Table).

Entry No	Vendor No.	Client Name	Client Adddress 2	Client Adddress	Phone No.	Country	Email	Primary Contact Person	Primary Contact Designation	Primary Contact Tel	Primary Contact Email	Assignment Name	Scope of Goods/Works/Services Offered	Delivery Location	Contract Ref No	Assignment Start Date	Assignment End Date	Assignment Value LCY	Assignment Status
1	V00001	Kenya Medical Research Institute	Box 383838-00100 Nairobi Kenya	Off Mbagathi Way	0205367 3883637 3883	KE	admin@kemri.org	H. Mugenda	Director-Corporate Services			Supply, Implementation and Support of ERP Solution	Support of the Dynamics 365 BC ERP (Deployment at HQ and 8 Regional Offices)	Head Office & 8 Regional Offices	AWARD0001			#########	Completed

- Key personnel-It is a setup window that can be used to register some of the supplier's technical and professional staff (With their CVs) in order to reduce the data capture efforts every time the vendor has to submit a bid response (The system will allow the portal user to copy from this setup)

Entry No	Vendor No.	Staff Name	Profession	Current Designation	Date of Birth	Joining Date	Years with Firm	Phone No.	Nationality	Email
VPS00001	V00001	Erick Daudi	ICT	Head of Technical Services	01/05/1989			0725838939	KE	

Entry No	Staff ID	Vendor No.	Qualification Category	Qualification Name	Institution	Start Year	End Year	Outstanding Achievements
1	VPS00001	V00001	Masters	Masters in Applied Computer Science	University of Nairobi.	2017	2018	Won Engineers Award Yr 2018
2	VPS00001	V00001	Undergraduate	BSC. Computer Science	University of Nairobi	2004	2008	Attained 1st Class Honors
3	VPS00001	V00001	Professional Certification	CPA (K)	KASNEB	2004	2008	

Entry No	Staff ID	Vendor No.	Experience Category	Experience Summary	Assignment Description	Years of Experience	Start Date	End Date
1	VPS00001	V00001	Leadership	Served as Project Manager for UNPS ERP Project	UNPS ERP Project		28/02/2018	
2	VPS00001	V00001	Training	Conducted Training for Kenya Airports Authority	KAA Training		01/03/2018	
3	VPS00001	V00001	Operations	Holds over 15 Years of Experience in Solution implementation	Solution Design & Implementation	15	01/03/2003	02/03/2018

Entry No	Staff ID	Vendor No.	Previous Employer	Title Held	Start Date	End Date	Country	Location
1	VPS00001	V00001	AED Technologies	Solution Developer	01/02/2009		KE	Nairobi

- Special group registration-Used to record special group registration entries for a given vendor

Entry No	Vendor No	Vendor Category	Certifying Agency	Certifcate No	Certificate Expiry Date	Effective Date	End Date	Blocked
1	V00001	YOUTH	AGPO	AGPO99037	31/12/2020	01/01/2015		No
2	V00002	LOC-PWD	AGPO	AGPO19038	31/12/2020	01/01/2015		No
3	V00003	LOC-WOMEN	AGPO	AGPO19038	31/12/2020	01/01/2015		No
4	V00004	FOREIGN				01/01/2015		No
5	V00005	LOC				01/01/2015		No

- Filed registration documents

Entry No	Document Type	Document Description	Document Origin	Date Filed	External Reference No	Expiry Date
1	AFS	Dynasoft Audited Financial Statements/Accounts	Registration	01/04/2020		
2	AGPO	Dynasoft AGPO Certificate (Only required when registering under Special groups)	Registration	02/04/2020		
3	BPL	Dynasoft Valid Business Permit/Trade License	Registration	03/04/2020		
4	CR12	Dynasoft Registrar of Companies (List of Directors)	Registration	04/04/2020		
5	IDC	Dynasoft Scan copy of Original National ID or Passport for each Director/Owner	Registration	05/04/2020		
6	PIN	Dynasoft Valid KRA/Tax PIN Certificates	Registration	06/04/2020	P051246621X	
7	RAC	Dynasoft Regulatory Authority Certificates (Required for Works)	Registration	07/04/2020		
8	REG	Dynasoft Certificate of Incorporation/Registration	Registration	08/04/2020		
9	TCC	Dynasoft Valid Tax Compliance Certificates	Registration	09/04/2020	P051246621)	12/10/2020

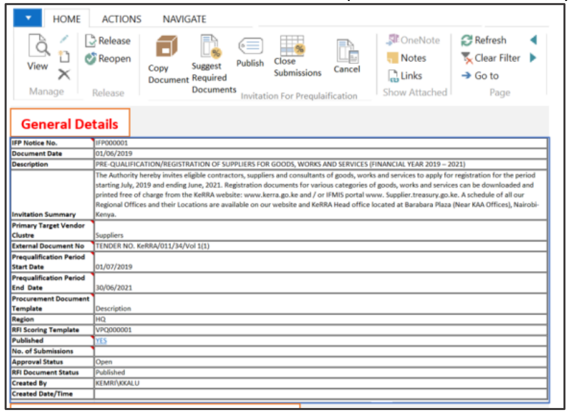
Detailed field definitions for Vendor Registration Card

Field	Description	Sample Data
No.	Primary key of the Vendor table	V00010
Registered Business Name	Name field of the Vendor table (Caption has been changed on the Vendor Registration Card)	Dynasoft Business Solutions Ltd
Tax Registration No.(PIN)	VAT Registration No. field of the Vendor table. The caption has been changed on the Vendor Registration Card. This shall serve as the primary tax identifier for any existing or prospective supplier (Due to its ability to link to G/L entries for tax reporting purposes)	P051246621X

			Tax Registration Country	Used to show country of tax registration. It is linked to the Country/Region Table (T9)	KE
			Business Type	Used to assign the Business Type to the Supplier (Options include Sole ownership/proprietorship, Partnership and Registered Company)	PRLC
			Vendor Type	Used to classify vendors as either Local or Foreign (International)	Local
			Ownership Type	Used to classify the ownership details of the company into Kenyan-owned, Multi-national (Majority Kenya owned) or Multi-nation (Other) for analysis purposes.	Kenyan
			Certificate of Registration	Registration/incorporation certificate number	CPR/83893
			Language Code	Used to select the default language code for a vendor. It is mapped to the Language Table (T8)	ENG
			Vendor Category		LOC-GEN
			Industry Group	Used to classify the vendor as per the Industry Groups (Linked to Industry Group Table-T5057)	SOFTWARE/ICT
			Address	Used to record the postal address details of the vendor	P.O Box 3209
			Address 2	Address 2 of the vendor	Westend Place (3rd Flr) Off Langata Road
			Post Code	Linked to Post code Table (T225)	00506
			City	Linked to Post code Table (T225)	Nairobi
			Country/Region Code	Linked to Country/Region Table (T9)	KE
			Phone No.	Primary Mobile phone No. for the supplier	+254202100809
			Email	Primary email address for the supplier	admin@dynasoft.co.ke
			Home Page	Website link for the supplier	www.dynasoft.co.ke

			Primary Contact Name	Name of the primary contact person (Representative of the supplier who shall be the supplier admin for the E-Procurement portal	Ushindi Stephen
			Contact Designation (Title)	Designation of the supplier admin/contact	Chief Operating Officer
			Fixed Line Tel No	Telephone No. of the supplier	0202100004
			Building/House No	Additional location details (Buildings/House No)	WESTEND PLACE
			Floor	Additional location details (Office location/Floor)	3RD FLR
			Plot No	LR Title No. for primary Office location of the supplier	LR No: 63673
			Street	Street/Road location details for primary office location for the supplier	Off Kiuna Drive
			Company Size Code (No. Of Employees)	Used to map the supplier to the company size codes based on current number of employees (Linked to Company Size Code Table)	11-50
			Country of Incorporation/Registration	Used to record the country of registration/incorporation of the supplier. It is linked to T9 and auto-populated based on the selected Tax Registration Country code.	KE
			Registration/Incorporation Date	Date when the firm was registered/incorporated	28/05/2009
			Operations Start Date	Date when the firm began active operations	01/01/2011
			Nominal Capital LCY	This field is only allowed for Registered Company only (Based on Business Type field). It is used to record the nominal capital value for the registered company	100,000
			Issued Capital LCY	This field is only allowed for Registered Company only (Based on Business Type field). It is used to record the issued capital value for the registered company	100,000

Dealership Type	Suppliers of Goods shall generally be required to indicate the dealership arrangement they have e.g. manufacturer, distributor, reseller etc	Partner
Max Value of Business	Informational field that indicates the maximum value of business that the vendor can handle at any given time	
Vision Statement	Company vision	
Mission Statement	Company mission	
Nature of Business	A brief description of the company in terms of core mandate, market, operation regions etc	Microsoft-certified Business solutions Partner (Based in Nairobi-Kenya)

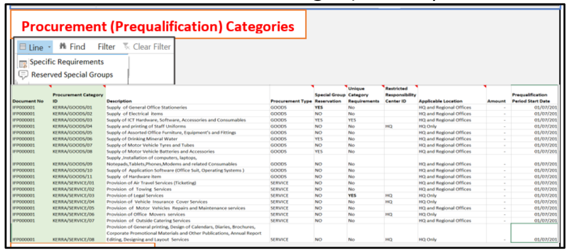
PUR-REG-002 Vendor Prequalification	Ability to setup Invitations for Prequalification, publish them to the portal and have the supplier respond to them	Customization	**Business Process** • The vendor prequalification process begins by creation of the Invitation For Prequalification (IFP) that outlines the prequalification categories that vendors should respond to. • The IFP is then published to the e-Procurement Portal and shall thus become available for vendors to respond to. • IFP-Response document is used by the vendors when submitting their replies to an IFP. The response process involves the vendor selecting the procurement categories they are qualified in servicing and submitting any supporting documents that may be required as part of the prequalification process. **Request For Information Table** • The Invitation for Prequalification Card is linked to the Request For Information Table (Where Document Type is set to *Invitation for Prequalification)*	**Request For Invitation Card=>Home Page** The RFI Card has the following 4 Fast Tabs: a) General-It includes all the general information of the RFI (Linked to RFI Table)  b) Procurement (Prequalification) Categories-Used to list all the procurement categories for which a

Document Type	Notice No.	Document Date	Description	Invitation Summary	Primary Target Vendor Clustre	Procurement Type	External Document No	Prequalification Period Start Date	Prequalification Period End Date	Procurement Document Template	Notice Issueing Region	RFI Scori Templat
Invitation For Prequalification	IFP000001	01/06/2019	PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES (FINANCIAL YEAR 2019 – 2021)	The Authority hereby invites eligible contractors, suppliers and consultants of goods, works and services to apply for registration for the period starting July, 2019 and ending June, 2021. Registration documents for various categories of goods, works and services can be downloaded and printed free of charge from the KeRRA website: www.kerra.go.ke and / or IFMIS portal www. Supplier.treasury.go.ke. A schedule of all our Regional Offices and their Locations are available on our website and KeRRA Head office located at Barabara Plaza (Near KAA Offices), Nairobi-Kenya.	Suppliers		TENDER NO. KeRRA/011/34/Vol 1(1)	01/07/2019	30/06/2021	TEMP0001	HQ	VPQ000C
Invitation For Prequalification	IFP000002	01/06/2019	REGISTRATION OF CONTRACTORS FOR ROAD MAINTENANCE FOR THE PERIOD STARTING JULY, 2019 ENDING JUNE 2021 (FINANCIAL YEAR 2019 – 2021)	The Kenya Rural Roads Authority (KeRRA) is a State Corporation established under the Kenya Roads Act, 2007, with the responsibility for management, development, rehabilitation and maintenance of rural roads. The Authority hereinafter referred as "Procuring Entity" intends to conduct registration of contractors for the period starting July,2019 and ending 30th June, 2021. The Authority hereby invites eligible Construction Companies to apply for the Registration of contractors for maintenance of the national roads network for the period starting July,2019 and ending 30th June, 2021. A complete set of registration documents may be downloaded by interested Candidates from our website www.kerra.go.ke or and/ or IFMIS Suppliers Portal: www.supplier.treasury.go.ke free of charge.	Contractors	WORKS	TENDER NO. KeRRA/011/34/Vol 1(1)	01/07/2019	30/06/2021	#REF!	HQ	VPQ000C

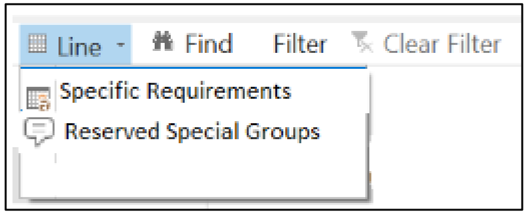
- The key fields of the Request for Information Table are summarized as follows:

Field	Description
Document Type	Used to identify the Request For Information (RFI) document type as either an Invitation For Prequalification (IFP) or an Expression of Interest (EOI)
Notice No.	Auto-generated based on IFP or EOI Notice No. Series under the E-Procurement Setup. It is used to uniquely identify each IFP or EOI Notice that shall be published for vendors' response to it within agreed submission timelines.
Document Date	Date when the document was created/raised on the system
Description	A brief title of the IFP
Invitation Summary	An executive summary of the IFP that shall appear on the portal
Primary Target Vendor Cluster	This is used for categorization of the prequalification since the different supplier clusters may have different sets of unique requirements. The vendors are clustered into Suppliers (For Goods and non-consultancy services), Contractors (For works) and Consultants (For consultancy services). NB: If the prequalification targets multiple or all vendor clusters, this field should then be left blank.
Procurement Type	Linked to Procurement Type table. If this field is left blank, the system assumes that the procurement categories suggested are for all procurement types (Goods, Works or Services). If a given category is selected, the system shall suggest procurement categories that match this procurement type (Linked to Procurement Category.Procurement Type field), when the user runs the *Suggest Procurement Categories* Action.

vendor can respond to. (Linked to the RFI Procurement Category Table)



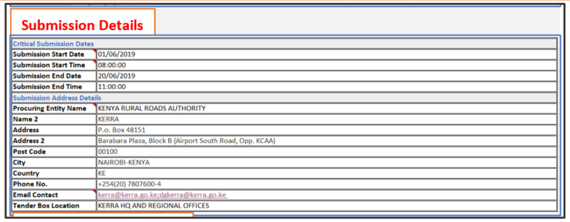
NB: The system provides the following 2 line functions:



- *Specific Requirement*-This line function links to the RFI Category Requirement table (Used to display any additional unique requirements/documenst that the vendor has to submit/comply with to be prequalified under a specific procurement category)
- *Reserved Special Group*-This line function links to the RFI Restrcited Vendor Category table (To display the special groups that a given procurement category is reserved for)

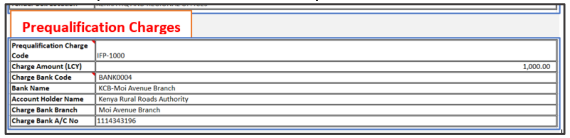
c) Submission Details-Used to record the IFP submission details (submission dates/time, location, address etc). It is linked to the IFP table.

External Document No	This is used to record any external reference for this IFP such as Memo No.
Prequalification Period Start Date	Vendors are usually prequalified for a period of say 2 years, before another cycle of prequalification begins. This date is used to indicate when the prequalification cycle of a given IFP notice shall commence
Prequalification Period End Date	Vendors are usually prequalified for a period of say 2 years, before another cycle of prequalification begins. This date is used to indicate when the prequalification cycle of a given IFP notice shall expire (Before a new IFP is issued)
Procurement Document Template	This field is linked to the Procurement Document Template Table. It is used to select a default template that includes all the mandatory and optional procurement document types that the vendor must attach when responding to this RFI Notice. When the user runs the *Suggest Procurement Documents from Template* batch job, the system shall automatically fetch the required documents based on the selected template and populate them to the RFI Required Documents Page (Where any modifications can be made before the RFI is published for vendor response).
Notice Issuing Region	The primary Region that has issued a given RFI Notice (Linked to Responsibility center table-Filter Region as an Operating Unit Type)
RFI Scoring Template	Linked to Supplier Appraisal Table (Filter such that the Template Type is either Prequalification Scoring (For IFPs) or EOI Scoring (For EOI). It is used to identify the evaluation template that shall be used to score or assess submitted RFIs (IFPs or EOI responses)
Prequalification Charge Code	Linked to Bid Charge Schedule to determine the charge code assigned to a given RFI. If the vendors have to pay for issuance of say prequalification documents, then the charge code shall be linked to the IFP and the system shall then determine the amount that each vendor should pay for each IFP response. NB: In most cases, charge codes are used when the bidding documents are acquired by vendors as hard copies.
Bid Charge (LCY)	The amount that each vendor has to pay for a given set of prequalification invitation documents. It is validated


Submission Details

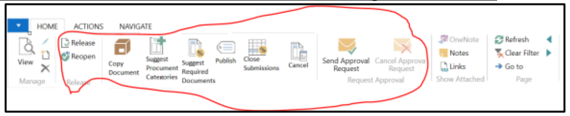
Critical Submission Dates	
Submission Start Date	01/06/2019
Submission Start Time	08:00:00
Submission End Date	20/06/2019
Submission End Time	11:00:00
Submission Address Details	
Procuring Entity Name	KENYA RURAL ROADS AUTHORITY
Name 2	KERRA
Address	P.o. Box 48151
Address 2	Barabara Plaza, Block B (Airport South Road, Opp. KCAA)
Post Code	00100
City	NAIROBI-KENYA
Country	KE
Phone No.	+254(20) 7807600-4
Email Contact	kerra@kerra.go.ke;dgkerra@kerra.go.ke
Tender Box Location	KERRA HQ AND REGIONAL OFFICES

d) Prequalification charges-A summary of any charged prequalification costs (Linked to IFP Table)


Prequalification Charges

Prequalification Charge Code	IFP-1000
Charge Amount (LCY)	1,000.00
Charge Bank Code	BANK0004
Bank Name	KCB-Moi Avenue Branch
Account Holder Name	Kenya Rural Roads Authority
Charge Bank Branch	Moi Avenue Branch
Charge Bank A/C No	1114343196

Invitation For Prequalification Page=>Home



The IFP Home Page has the following critical Actions/functions that can be executed:

- *Release*-Used to release the IFP (Approval Status::Relased). You can Release an IFP if there is no approval workflow defined against it.
- *Reopen*-Used to reopen an IFP (Approval Status::Open) so that amendments/changes can be made to it. A reopened IFP has to be re-submitted for approval or Relased before being avalible for publishing.
- *Copy Document*-A function used to copy header and line details of another IFP to the newly created IFP record. This is useful to reduce the data capture effort.
- *Suggest Procurement Categories*-This function is used to automatically populate all the default procurement categories (Maintained on the

	based on the selected prequalification charge code (Bid Charges Schedule.Amount field)
Charge Bank Code	The bank account (Linked to Bank Account Table, T270) where the vendors are expected to deposit any prequalification charge payments.
Bank Name	Name of the bank account (Bank Account.Name field)
Account Holder Name:	Name of the Account holder (default to Company Information.Name)
Charge Bank Branch	Bank branch name (Bank Account.Bank Branch No. field)
Charge Bank A/C No	Bank account No. (Bank Account.Bank Account No. field)
Published	It is used to mark whether a given RFI has been published to the Portal for response by vendors. When the *Publish* function is run, the system first checks whether the RFI has been fully approved internally (Approval Status::Released) and the submission start and end dates defined. A published RFI shall have the RFI status set to Published and shall be available on the e-Procurement portal.
No. of Submissions	Calcfield that counts the total number of submissions made against a specific RFI. It is linked to the RFI Response Table.
Approval Status	Approval status of the RFI that is linked to workflows
RFI Document Status	Used to track the overall status of the RFI. The possible status codes are Draft (For created but unpublished RFI), Published (For RFIs that have been published to the portal), Submissions Closed (RFIs that are at the evaluation stage since submission due date has expired; they are not available/visible on the portal for any further vendor responses) and Cancelled (Status assigned to cancelled RFIs).
Created By	Timestamp details of the creator of the RFI document
Created Date/Time	Timestamp details of the date/time of creation of the RFI document
Name	Name of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.

Procurement Category Table) that have been setup on the system and cretae them as Procument categories/lines under each IFP (Linked to IFP Prequalification Category table). The following control designs have been incorporated under this function:

- The system should only populate procurement categories that are not blocked
- If the IFP Header (RFI Table) has a Procurement Type specified (e.g. IFP for GOODS), the function should only suggest procurement categories with a matching procuremen type (In this case, it shall suggest lines that are classified under GOODS procurement type).
- The field mapping rules for this Action are summarized as follows:

Field	Mapping Rules
Document Type	Primary key (Linked to RFI Table)
Document No	Primary key (Linked to RFI Table)
Procurement Category ID	Primary key (Linked to Procurement Category.Code field)
Description	Procurement Category Name (Validated from the selected Procurement Category Table by checking the Procurement Category. Description field)
Procurement Type	Mapped to Procurement Category.Procurement Type field

Name 2	Name 2/Abbreviated name of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.
Address	Postal address of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.
Address 2	Location address of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.
Post Code	Post code of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.
City	City of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.
Country	Country of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.
Phone No.	Phone of the procuring entity where the RFI responses should be submitted or addressed to. The default is populated from the Company Information table.
Email Contact	Default Procurement email address that should be used for any correspondences in case the vendor needs quick clarifications. It is linked to the E-Procurement Setup table
Tender Box Location	A description of tender box where the RFI responses must be delivered (For hardcopy submissions). For e-RFIs, this field shall have a default value of e-Tender box.
Submission Start Date	To determine earliest Date when potential bidders can submit their RFI (prequalification & EOI response) proposals
Submission Start Time	To determine earliest time when potential bidders can submit their RFI (prequalification & EOI response) proposals
Submission End Date	To determine the deadline for RFI submissions. No response can be done after this date
Submission End Time	To determine the deadline for RFI submissions. No response can be done after this time

Special Group Reservation	Mapped to Procurement Category. Special Group Reservation field (Used to identify procurement categories that have been reserved for the special groups such as Youth, Women and PWDs (These groups are maintained under the Special Vendor Category table). If this field is validated as TRUE, the system should automatically create the corresponding special group reservation entries by updating the RFI Restricted Vendor Category table with the default special groups (From the Special Vendor Category table). The user can then amend the special groups codes applicable to this procurement category on a case by case basis
Restricted Responsibility Center ID	Mapped to Procurement Category.Restricted responsibility Center field (Used to identify procurement categories that have been reserved for a given RC.
Applicable Location	Mapped to Procurement Category.Applicable Location field (Used to identify procurement categories that have been reserved for a given RC (Informational field that describes the responsibility center(s) where the vendors have to submit their response documents to)

RFI Prequalification Category Table

- The Invitation for Prequalification Card includes a list of procurement (prequalification) categories (Mapped to the Prequalification Category Table) against which a vendor applies/responds to.
- Each IFP response must be mapped to a given prequalification category that was originally defined as lines on the RFI Card.
- The key fields of the RFI prequalification category include:

Field	Description
Document Type	Primary key (Linked to RFI Table)
Document No	Primary key (Linked to RFI Table)
Prequalification Category ID	Primary key (Linked to Procurement Category Table)
Description	Procurement Category Name (Validated from the selected Procurement Category Table)
Procurement Type	Mapped to Procurement Category.Procurement Type field
Applicable Location	Informational field that describes the responsibility centre(s) where the vendors have to submit their response documents to
Restricted Responsibility Center	Boolean field that marks a given line as being strictly restricted to a given RC. Example; In some organizations, prequalification of certain goods, works and services may be strictly done at HQ only (Thus no RFI response should be marked to any other RC apart from say HQ).All procurement categories that have not been restricted at HQ shall be assumed to be global in nature and shall therefore inherit the RC values defined at the IFP header level (Mapped to the RFI Responsibility Center Table)
Responsibility Center ID	Linked to the Responsibility Center Table (The system shall filter the RCs based on the default RC Operating Unit Type that has been defined on the E-Procurement setup. Example: If the Procurement operations of Organization X are defined by Regions, the E-Procurement setup shall have the Region defined as the Default Operating Unit

Prequalification Period Start Date	RFI.Prequalification Period Start Date
Prequalification Period End Date	RFI.Prequalification Period End Date
Submission Start Date	RFI.Submission Start Date
Submission Start Time	RFI.Submission Start Time
Submission End Date	RFI.Submission End Date
Submission End Time	RFI.Submission End Time

- *Suggest Required Documents*-The Action copies the list of required documents from the default Procurement Document Template Line table (Default Procurement Document Template code is defined in the E-Procurement Setup;NB. If this setup does not exist, the system should flag an error) to the RFI Required Document Table. The user can then amend the list of required documents under the RFI Required Document table (Vendors shall be required to submit scanned copies of these documents during e-prequalification). The field mappings done by this function to create the entries into the RFI Required Document Table are summarized as follows:

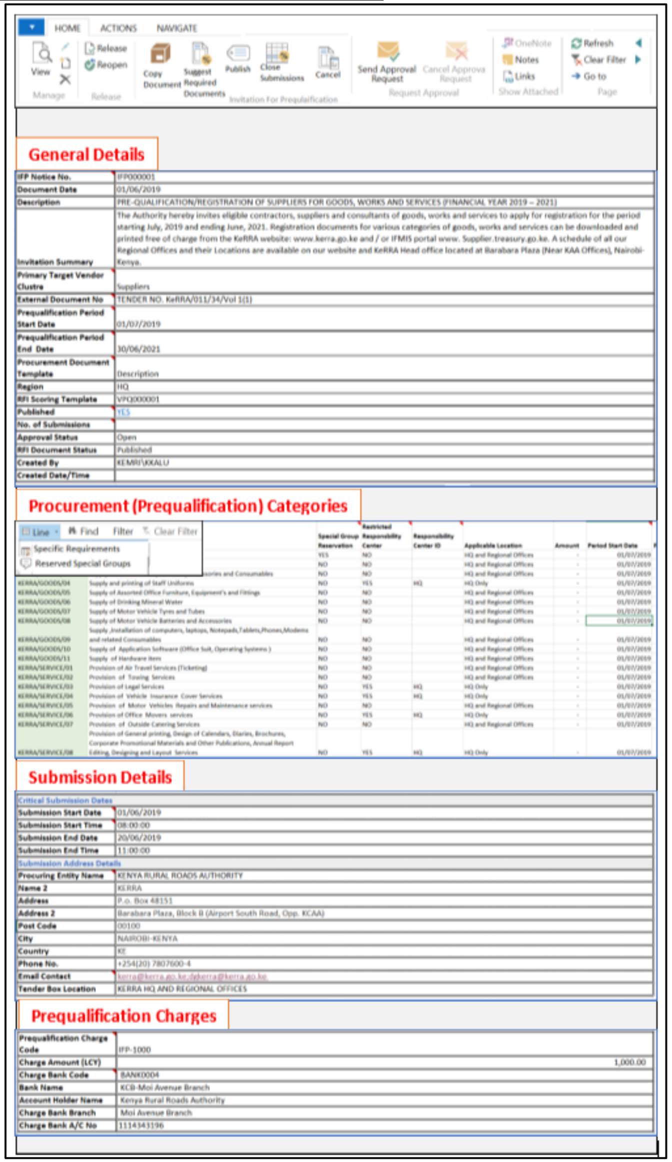
Field	Mapping Rules

	Type; when a user selcects the RC field, the system shall only allow them to map the restricted RC ID to a Region code.
Amount (LCY)	Prequalification charge amount required for each set of prequalification document. It is validated based on the RFI.Charge Amount (LCY) field in the header. This means that each vendor has to pay the defined amount when submitting a prequalification response for this procurement category.
Prequalification Period Start Date	Linked to RFI Table- Vendors are usually prequalified for a period of say 2 years, before another cycle of prequalification begins. This date is used to indicate when the prequalification cycle of a given IFP notice shall commence
Prequalification Period End Date	Linked to RFI Table)- Vendors are usually prequalified for a period of say 2 years, before another cycle of prequalification begins. This date is used to indicate when the prequalification cycle of a given IFP notice shall expire (Before a new IFP is issued)
Submission Start Date	Linked to RFI Table- To determine earliest Date when potential bidders can submit their RFI (prequalification & EOI response) proposals
Submission Start Time	Linked to RFI Table- To determine earliest time when potential bidders can submit their RFI (prequalification & EOI response) proposals
Submission End Date	Linked to RFI Table- To determine the deadline for RFI submissions. No response can be done after this date
Submission End Time	Linked to RFI Table- To determine the deadline for RFI submissions. No response can be done after this time
No. of Submissions	Linked to RFI Response Table. It is a calcfield that sums the total number of submitted prequalification responses that have been mapped to a given procurement category

Document Type	Document Type::Invitation For Prequalification
Document No	RFI.Notice No.
Procurement Document Type ID	Linked to Procurement Document Type field under the Proc Document Template Line Table (Filter where Proc Document Template Line.Template ID::E-Procurement Setup.Default Procurement Template ID, Proc Document Template Line.Procurement Process::Prequalification)
Description	Linked to Description field under the Proc Document Template Line Table (Filter where Proc Document Template Line.Template ID::E-Procurement Setup.Default Procurement Template ID, Proc Document Template Line.Procurement Process::Prequalification)
Track Certificate Expiry	For each selected procurement document type, the system shall lookup the Track Certificate Expiry field value from the Procurement Document Type Table

- *Publish*-This Action is used to mark an IFP as published. Published IFPs are visible on the e-Procurement Portal. The following control design is incorporated udner this function:
  - Publishing can only be done for fully approved/Relased IFPs
  - When the IFP is published, the system shall mark the IFP record as Published (RFI.Published::TRUE), update the

Sample Invitation For Prequalification Card



IFP Date Published field (RFI.Date Published::DATE/TIME entry) and change the RFI Document Status to Published (RFI.RFI Document Status::Published)

- *Activate Evaluations*- When the IFP has been published to the portal, vendors have responded to it and the submission deadline has reached, the IFP record shall not be visible on the Portal. The Procurement Officer who issued the IFP can then run the *Activate Evaluations* function. This function shall update the RFI Document Status to Evaluation Stage and allow the evaluation team to score each submitted response (Evaluation of each IFP Response Line is done by assigning it the final score (Pass/Fail) based on the decision of the evaluation committee. The IFP Response Lines can only be assigned this score when the IFP Response document has a status set to *Evaluation* (which is achieved when the procurement officer activates evaluation on the parent RFI).
- *Close IFP*-When all IFP Responses have been evaluated, the procurement officer can close the IFP. The following controld design has been built into this function:
  - The IFP Document Status field (RFI.RFI Document Status) shall be updated to Closed.

RFI Category Requirement Table

- This table is used to record any additional requirements that a vendor being prequalified under a specific procurement category must provide in addition to the other general/global requirements (Global requirements include things like Certificate of incorporation, trade license, tax compliance certificates etc. The global/general requirements are maintained under the RFI Required Document table).
- When a procurement category is linked to additional requirements (i.e. it has one or multiple entries in the RFI Category Requirement Table), the system shall uniquely flag/mark this particular procurement category in the RFI Prequalification Category table by having the un-editable *Unique Category Requirements* Boolean field marked as TRUE.

Document Type	Document No	Category ID	Requirement Code	Description	Requirement Type
Invitation For Prequalification	IFP000001	KERRA/GOODS/03	ICTA CERT	Vendor must possess a valid ICT Authority (ICTA) Certificate	Mandatory
Invitation For Prequalification	IFP000001	KERRA/SERVICE/01	IATA CERT	IATA Certificate	Mandatory
Invitation For Prequalification	IFP000001	KERRA/SERVICE/03	10-YR EXPERIENCE	Demonstration of experience of more than ten years by the lawyers in the law firm relating to adjudication, arbitration and the resultant court process.	Mandatory
Invitation For Prequalification	IFP000001	KERRA/SERVICE/03	ADJ/ARBITRATOR	At least one of the lawyers in the law firm should be an adjudicator and arbitrator. Proof of this should be demonstrated.	Mandatory
Invitation For Prequalification	IFP000001	KERRA/SERVICE/03	PROF-INDEMNITY	Professional indemnity covers for the law firm.	Mandatory
Invitation For Prequalification	IFP000001	KERRA/SERVICE/03	COURT-MATTER	Evidence of previous matters of adjudication, arbitration and the related court process handled by the law firm.	Mandatory
Invitation For Prequalification	IFP000001	KERRA/SERVICE/03	PRACTICE-CERT	Advocates within firms should have practicing certificates.	Mandatory

- The key fields of this table include:

Field	Description
Document Type	Primary key field that is linked to the RFI table (Document type can either be IFP or EOI)
Document No	Primary key field that is linked to the RFI table. Different No. series are maintained on the E-Procurement setup for IFPs and EOI documents.
Category ID	Primary key field that is linked to the RFI Prequalification Category table. It is used to select the specific procurement category for which additional requirements are needed to be provided by the vendor (In addition to the global/general IFP requirements). Example: Prequalification for ICT services may require the specific consultants to have ICT Authority (ICTA) certificates while prequalification for air travel services shall require IATA certificates, as an addition to the other global/general requirements such as Cert of incorporation, tax compliance certificate etc

- This function cannot be executed if any of the IFP Response Lines, linked to the IFP, do not have a final score assigned to them (Each IFP Response Line.Final Score field should be either Pass/Fail. No blanks should be allowed. NB: The final score on the IFP response voucher line is based on the evaluation of each IFP response line)
- The function shall create the vendor prequalification entries (For all IFP responses whose final score is PASS).
- The IFP Response Vouchers (Mapped to IFP Response Table) shall be marked as Closed (IFP Response Voucher.Document Status::Closed)

- *Cancel IFP*-This function is used to cancel an IFP. The followign control design has been built into this function:
  - The IFP Document Status::Cancelled
  - The IFP Response Vouchers (Mapped to IFP Response Table) linked to this IFP shall be marked as Cancelled

Requirement Code	An informational field that the user creates as a code for the additional category-specific requirement
Description	Description of the specific requirement or documents that have to be provided to meet the requirement
Requirement Type	This is used to determine mandatory (The user has to be compliant with all mandatory requirements to have a Pass score for their response) and optional (additional proof requirements that the procuring entity may require for a vendor being prequalified under this specific category) requirements.

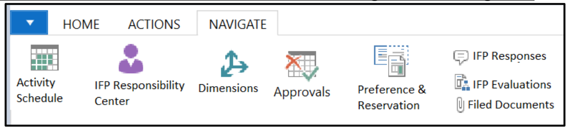
RFI Required Document Table

- This table is used to maintain the general/global requirements that the vendor has to submit/attach as supporting documents for their RFI response (IFP and EOI).
- The details in this table are populated when the user runs the *Suggest Required Document* Action. This Action first checks whether the E-Procurement Setup has the Default Procurement Document Template field completed (If none exists, the system, shall generate an error message).
- The Action copies the list of required documents from the default Procurement Document Template Line table (Default Procurement Document Template code is defined in the E-Procurement Setup;NB. If this setup does not exist, the system shall flag an error) to the RFI Required Document Table. The user can then amend the list of required documents under the RFI Required Document table (Vendors shall be required to submit scanned copies of these documents during e-prequalification). The field mappings done by this function to create the entries into the RFI Required Document Table are summarized as follows:
- The key fields of this table are as follows:

Field	Mapping Rules
Document Type	Document Type::Invitation For Prequalification
Document No	RFI.Notice No.

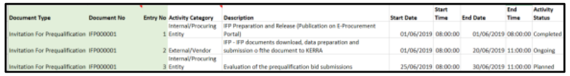
- Any prequalification entries linked to a given IFP Response document shall be Blocked (Vendor Prequalification Entry.Blocked::TRUE)
  - *Send Approval Request*-Linked to document workflows.

Invitation For Prequalification Page=>Navigate



The IFP Navigate Page has the following critical Actions/functions that can be executed:

- *Activity Schedule*-It is used to view the scheduled activities for each IFP and when each activity shall begin and end. It gives the vendors a general plan on when they should expect completion of IFP activities such as IFP evaluation. It is linked to the RFI Bid Schedule Table.



Document Type	Document No	Entry No	Activity Category	Description	Start Date	Start Time	End Date	End Time	Activity Status
Invitation For Prequalification	IFP000001	1	Internal/Procuring Entity	IFP Preparation and Release (Publication on E-Procurement Portal)	01/06/2019	08:00:00	01/06/2019	08:00:00	Completed
Invitation For Prequalification	IFP000001	2	External/Vendor	IFP - IFP documents download, data preparation and submission o fthe document to KERRA	01/06/2019	08:00:00	20/06/2019	11:00:00	Ongoing
Invitation For Prequalification	IFP000001	3	Internal/Procuring Entity	Evaluation of the prequalification bid submissions	25/06/2019	08:00:00	30/06/2019	11:00:00	Planned

- *IFP Responsibility Centers*-This Action is linked to the RFI Responsibility Center Table. It is used to list all RCs for which prequalification is being done. By default, all prequalification categories shall be assumed to assume the RCs defined under the IFP header level. However, if prequalification for a certain procurement category is restricted to only happen in a given RC (e.g. centralized

Procurement Document Type ID	Linked to Procurement Document Type field under the Proc Document Template Line Table (Filter where Proc Document Template Line.Template ID::E-Procurement Setup.Default Procurement Template ID, Proc Document Template Line.Procurement Process::Prequalification)
Description	Linked to Description field under the Proc Document Template Line Table (Filter where Proc Document Template Line.Template ID::E-Procurement Setup.Default Procurement Template ID, Proc Document Template Line.Procurement Process::Prequalification)
Track Certificate Expiry	For each selected procurement document type, the system shall lookup the Track Certificate Expiry field value from the Procurement Document Type Table
Requirement Type	Used to determine whether this requirement/document is mandatory or optional. The vendor has to be submit all mandatory documents for their RFI response to be considered responsive.

RFI Responsibility Center Table

- This table is used to define the main responsibility centers under which vendors can be prequalified for each procurement category.
- This setup is critical for organizations with semi-autonomous procurement administrative centers, where one IFP Notice can be advertised centrally (By the Notice Issuing Responsibility Center) but the Notice allows the vendors to submit responses for prequalification in a particular procurement category, with further specification of the responsibility center in which they wish to offer their services.
- The system supports locking of a procurement category to a specific RC as may be the case where centralized prequalification and sourcing is strictly done by a given RC instead of all the other RCs. In this case, the procurement category (Under RFI Prequalification Category Table) shall have the locked RC code defined under the Restricted Responsibility Center field.

prequalification for all Construction works is done at HQ), the system will allow the user to indicate the restricted RC under the relevant procurement category line on the IFP.

Document Type	Document No	Responsibility Center ID	Operating Unit Type	Description
Invitation For Prequalification	IFP000001	Kisii	Region	Kisii Region
Invitation For Prequalification	IFP000001	Kilifi	Region	Kilifi Region
Invitation For Prequalification	IFP000001	Kwale	Region	Kwale Region
Invitation For Prequalification	IFP000001	Taita Tave	Region	Taita Tave Region
Invitation For Prequalification	IFP000001	Tana River	Region	Tana River Region
Invitation For Prequalification	IFP000001	Garissa	Region	Garissa Region
Invitation For Prequalification	IFP000001	Mandera	Region	Mandera Region
Invitation For Prequalification	IFP000001	Wajir	Region	Wajir Region
Invitation For Prequalification	IFP000001	Kitui	Region	Kitui Region
Invitation For Prequalification	IFP000001	Machakos	Region	Machakos Region
Invitation For Prequalification	IFP000001	Makueni	Region	Makueni Region
Invitation For Prequalification	IFP000001	Isiolo	Region	Isiolo Region
Invitation For Prequalification	IFP000001	Embu	Region	Embu Region
Invitation For Prequalification	IFP000001	Meru	Region	Meru Region
Invitation For Prequalification	IFP000001	Tharaka-Ni	Region	Tharaka-Ni Region
Invitation For Prequalification	IFP000001	Kirinyaga	Region	Kirinyaga Region
Invitation For Prequalification	IFP000001	Muranga	Region	Muranga Region
Invitation For Prequalification	IFP000001	Nyandarua	Region	Nyandarua Region
Invitation For Prequalification	IFP000001	Nyeri	Region	Nyeri Region
Invitation For Prequalification	IFP000001	Baringo	Region	Baringo Region

- *Dimensions*-It is used to link the IFP record to header dimension values (Linked to T480)

Edit Dimension Set Entries

Type to filter (F3) | Dimension Code

Dimension Code	Dimension Value Code	Dimension Value Name
AREA	30	Europe North (EU)
BUSINESSGR...	INDUSTRIAL	Industrial
CUSTOMERG...	MEDIUM	Medium Business
DEPARTMENT	SALES	Sales
SALESCAMPA...	SUMMER	Summer
SALESPERSON	JR	John Roberts

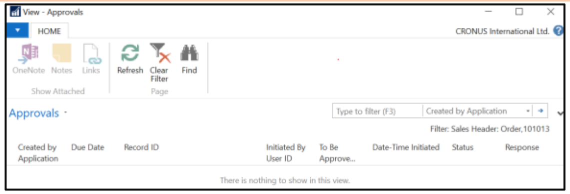
- *Approvals*-Used to view a list of all approval entries linked to the IFP document. (Linked to Page 832)

Document Type	Document No	Responsibility Center ID	Operating Unit Type	Description
Invitation For Prequalification	IFP000001	Kisii	Region	Kisii Region
Invitation For Prequalification	IFP000001	Kilifi	Region	Kilifi Region
Invitation For Prequalification	IFP000001	Kwale	Region	Kwale Region
Invitation For Prequalification	IFP000001	Taita Tave	Region	Taita Tave Region
Invitation For Prequalification	IFP000001	Tana River	Region	Tana River Region
Invitation For Prequalification	IFP000001	Garissa	Region	Garissa Region
Invitation For Prequalification	IFP000001	Mandera	Region	Mandera Region
Invitation For Prequalification	IFP000001	Wajir	Region	Wajir Region
Invitation For Prequalification	IFP000001	Kitui	Region	Kitui Region
Invitation For Prequalification	IFP000001	Machakos	Region	Machakos Region
Invitation For Prequalification	IFP000001	Makueni	Region	Makueni Region
Invitation For Prequalification	IFP000001	Isiolo	Region	Isiolo Region
Invitation For Prequalification	IFP000001	Embu	Region	Embu Region
Invitation For Prequalification	IFP000001	Meru	Region	Meru Region
Invitation For Prequalification	IFP000001	Tharaka-Ni	Region	Tharaka-Ni Region
Invitation For Prequalification	IFP000001	Kirinyaga	Region	Kirinyaga Region
Invitation For Prequalification	IFP000001	Muranga	Region	Muranga Region
Invitation For Prequalification	IFP000001	Nyandarua	Region	Nyandarua Region
Invitation For Prequalification	IFP000001	Nyeri	Region	Nyeri Region
Invitation For Prequalification	IFP000001	Baringo	Region	Baringo Region
Invitation For Prequalification	IFP000001	Elgeyo-Mar	Region	Elgeyo-Mar Region
Invitation For Prequalification	IFP000001	Nandi	Region	Nandi Region
Invitation For Prequalification	IFP000001	Trans Nzoi	Region	Trans Nzoi Region
Invitation For Prequalification	IFP000001	Uasin Gish	Region	Uasin Gish Region

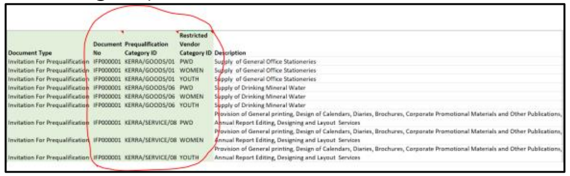
RFI Restricted Vendor Category Table

- This table is used to maintain the vendor special groups for which reservations have been made (It links the Procurement category lines on the RFI to the special group codes defined under the Special Vendor Category table)

Document Type	Document No	Prequalification Category ID	Vendor Special Group Code	Description
Invitation For Prequalification	IFP000001	KERRA/GOODS/01	PWD	Supply of General Office Stationeries
Invitation For Prequalification	IFP000001	KERRA/GOODS/01	WOMEN	Supply of General Office Stationeries
Invitation For Prequalification	IFP000001	KERRA/GOODS/01	YOUTH	Supply of General Office Stationeries
Invitation For Prequalification	IFP000001	KERRA/GOODS/03	PWD	Supply of ICT Hardware, Software, Accessories and Consumables
Invitation For Prequalification	IFP000001	KERRA/GOODS/03	WOMEN	Supply of ICT Hardware, Software, Accessories and Consumables
Invitation For Prequalification	IFP000001	KERRA/GOODS/03	YOUTH	Supply of ICT Hardware, Software, Accessories and Consumables
Invitation For Prequalification	IFP000001	KERRA/GOODS/06	PWD	Supply of Drinking Mineral Water
Invitation For Prequalification	IFP000001	KERRA/GOODS/06	WOMEN	Supply of Drinking Mineral Water
Invitation For Prequalification	IFP000001	KERRA/GOODS/06	YOUTH	Supply of Drinking Mineral Water
Invitation For Prequalification	IFP000001	KERRA/SERVICE/08	PWD	Provision of General printing, Design of Calendars, Diaries, Brochures, Corporate Promotional Materials and Other Publications, Annual Report Editing, Designing and Layout Services
Invitation For Prequalification	IFP000001	KERRA/SERVICE/08	WOMEN	Provision of General printing, Design of Calendars, Diaries, Brochures, Corporate Promotional Materials and Other Publications, Annual Report Editing, Designing and Layout Services
Invitation For Prequalification	IFP000001	KERRA/SERVICE/08	YOUTH	Provision of General printing, Design of Calendars, Diaries, Brochures, Corporate Promotional Materials and Other Publications, Annual Report Editing, Designing and Layout Services



- *Preference & Reservation*-Specific procurement categories may be reserved for special vendor groups such as Youth, Women and PWDs. For each procurement category, the system allows the user to map it to a special group. The details are maintained under the RFI Restricted Vendor Category Table. When the user clicks on the Preference and Reservation Scheme Action, the system shall display all procurement categories that have been reserved for special groups.



- *IFP Responses*-This is used to list all the IFP Responses that have been submitted by the suppliers. It is linked to the RFI Response Table.

- *IFP Evaluations*-This is used to list all the IFP evaluation scores assigned to each IFP Respone Line by the evaluation committee. It is linked to the RFI Response Line Table.
- *Filed Documents*-This is used to view all the attached documents that are submitted by the suppliers as part of the

RFI Bid Schedule

- It is used to view the scheduled activities for each IFP and when each activity shall begin and end. It gives the vendors a general plan on when they should expect completion of IFP activities such as IFP evaluation. This schedule is visible on th e-procurement portal

Document Type	Document No	Entry No	Activity Category	Description	Start Date	Start Time	End Date	End Time	Activity Status
Invitation For Prequalification	IFP000001	1	Internal/Procuring Entity	IFP Preparation and Release (Publication on E-Procurement Portal)	01/06/2019	08:00:00	01/06/2019	08:00:00	Completed
Invitation For Prequalification	IFP000001	2	External/Vendor	IFP - IFP documents download, data preparation and submission o fthe document to KERRA	01/06/2019	08:00:00	20/06/2019	11:00:00	Ongoing
Invitation For Prequalification	IFP000001	3	Internal/Procuring Entity	Evaluation of the prequalification bid submissions	25/06/2019	08:00:00	30/06/2019	11:00:00	Planned

IFP Required Document Table

- It is sued to list all the global/general requirements that the vendors have to provide/comply with as part of their RFI response.
- The default details under this table are suggested from the procurement document template lines and are subsequently amended accordingly by the user.
- When the vendor is submitting their RFI response, they shall be able to view the required list of requirements. The system then allows them to submit attached copies of documents that they should classify based on the procurement document types defined herein.

Document Type	Document No	Procurement Document Type ID	Description	Track Certificate Expiry	Requirement Ty	Special Group Requiremer	Specialized Provider Requiremer
Invitation For Prequalification	IFP000001	AGPO	AGPO Certificate	YES	Optional	YES	NO
Invitation For Prequalification	IFP000001	AUD-AC	Audited Accounts	NO	Mandatory	NO	NO
Invitation For Prequalification	IFP000001	COMP-REG	Certificate of Registration/Incorporation	NO	Mandatory	NO	NO
Invitation For Prequalification	IFP000001	CR12	Proof of Ownership (Directors/Shareholders)	YES	Mandatory	NO	NO
Invitation For Prequalification	IFP000001	PIN-CERT	PIN Certificates	NO	Mandatory	NO	NO
Invitation For Prequalification	IFP000001	POA	Power of Attorney	NO	Mandatory	NO	NO
Invitation For Prequalification	IFP000001	TCC	Tax Compliance Certificates	YES	Mandatory	NO	NO
Invitation For Prequalification	IFP000001	TRADE	Trade License	YES	Mandatory	NO	NO
Invitation For Prequalification	IFP000001	VAT-CERT	VAT Certificates	NO	Optional	NO	NO

RFI Response Table

- This table is used to record the details of each RFI response submitted by the vendor. This table maintains header details of IFP and EOI responses (Separated using Document Type field).
- When the vendor creates an IFP response, the system shall push the details to the RFI Response table.

Document Type	Document No.	Document Date	Vendor No.	Vendor Name	RFI Document No.	Vendor Representative Name	Vendor Representative Designation	Vendor Address	Vendor Address 2	Post Code	City	Country/Region Code	Date Submitted	Special Group Vendor	Special Group Category	Final Evaluation Score	Document Status
IFP Response	PRQ00001	28/02/2021	V00010	Dynasoft Business Solutions Ltd	IFP000001	GILBERT KUGUN	CEO	P.O Box 3209	Westend Place (3rd Flr) Off Langata Road	506	Nairobi	KE		YES	YOUTH	Pass	Submitted

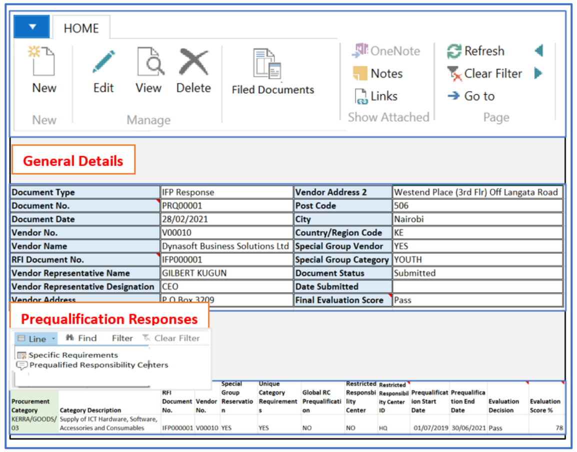
- The key fields of the RFI Response table include:

Field	Description

IFP response process. It is linked to the RFI Response Filed Document table.

Document Type	Primary key field (Used to classify the Response as either IFP or EOI response)
Document No.	Primary key field used to uniquely identify each RFI document (It is linked to the IFP/EOI Response No. series in the E-Procurement Setup table)
Document Date	Date when the RFI document/voucher was created/raised on the system
Vendor No.	Linked to Vendor No field (Used to identify the vendor who is submitting the RFI response)
Vendor Name	Validated name of the vendor submitting the RFI response
RFI Document No.	This field is used to link a Response to an originating RFI document (Example: Each IFP response by a vendor should be linked to the published IFP). This field is linked to the RFI Table (Notice No. field), where the system filters the RFI.Document Type accordingly (IFP Response is mapped RFI.Document Type:Invitation For Prequalification while EOI Response is mapped to RFI.Document Type::Expression Of Interest)
Vendor Representative Name	Informational field used to record the name of the person submitting the RFI response
Vendor Representative Designation	Informational field used to record the designation/title of the person submitting the RFI response
Vendor Address	Validated Address of the vendor submitting the RFI response
Vendor Address 2	Validated Address 2 of the vendor submitting the RFI response
Post Code	Validated Post Code of the vendor submitting the RFI response
City	Validated City of the vendor submitting the RFI response
Country/Region Code	Validated Country/Region of the vendor submitting the RFI response
Date Submitted	Date that is updated when the vendor submits the RFI response on the portal.

IFP Response Voucher Card=>Home

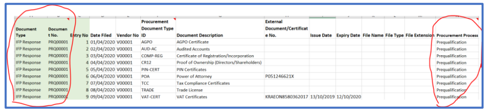


- The IFP Response Voucher has a Prequalification Responses Fast Tab that has lines that are linked to the IFP Response Line table. The system provides the following 2 line functions under this Fast tab:
  a) Specific Requirements-It links to the IFP Response Line Requirement Table. It is used to display the compliance/non-compliance response by the vendor for each of the special/additional requirements for a particular procurement category.
  b) Prequalified Responsibility Centers-It is linked to the IFP Response Line RC table. It is used to record the responsibility centers (e.g. Regions), under

Time Submitted	Time that is updated when the vendor submits the RFI response on the portal.
Special Group Vendor	A Boolean field that is validated based on the selected Vendor No. The system validates the Vendor No. to determine whether the vendor has valid vendor special group entries (Linked to Vendor Special Group Entry table). This field shall be set to TRUE (To confirm that a vendor is considered a special group supplier such as Youth, Women, PWD etc) if the AGPO certificates available is valid (Not expired), based on the vendor special group entry table (AGPO certificate expiry date is >= than the RFI Response.Document Date)
Special Group Category	This field is linked to the Vendor Special Group Entry Table; it shows the special group under which a valid AGPO certificate exists.
Final Evaluation Score	This field shall only be available on the EOI Response Voucher Page (Each EOI response is scored as a whole document. For IFP Response, the Response Lines are scored separately for each procurement category applied for)

which a given vendor has been prequalified, for a particular procurement category.

- NB: The *Filed Documents* Action on the IFP Response Voucher Page allows the user to view the attached supporting documents. It is linked to the RFI Response Filed Document table.



Document Type	Document No.	Entry No	Date Filed	Vendor No	Procurement Document Type ID	Document Description	External Document/Certificate No.	Issue Date	Expiry Date	File Name	File Type	File Extension	Procurement Process
IFP Response	PRQ00001	1	01/04/2020	V00001	AGPO	AGPO Certificate							Prequalification
IFP Response	PRQ00001	2	02/04/2020	V00001	AUD-AC	Audited Accounts							Prequalification
IFP Response	PRQ00001	3	03/04/2020	V00001	COMP-REG	Certificate of Registration/Incorporation							Prequalification
IFP Response	PRQ00001	4	04/04/2020	V00001	CR12	Proof of Ownership (Directors/Shareholders)							Prequalification
IFP Response	PRQ00001	5	05/04/2020	V00001	PIN-CERT	PIN Certificates							Prequalification
IFP Response	PRQ00001	6	06/04/2020	V00001	POA	Power of Attorney	P051246621X						Prequalification
IFP Response	PRQ00001	7	07/04/2020	V00001	TCC	Tax Compliance Certificates							Prequalification
IFP Response	PRQ00001	8	08/04/2020	V00001	TRADE	Trade License							Prequalification
IFP Response	PRQ00001	9	09/04/2020	V00001	VAT-CERT	VAT Certificates	KRAEON8580362017	13/10/2019	12/10/2020				Prequalification

Document Status	It is used to track the document status of each RFI Response. When an RFI Response is created, its default status is set to DRAFT. When the vendor submits the RFI Response on the portal, it shall be marked as SUBMITTED, and the system shall record the Date and Time Submitted details. When the procurement officer runs the *Activate Evaluations* Action on the RFI, all RFI Responses mapped to that RFI shall have their Document status updated to EVALUATION (An RFI Evaluation document cannot be raised if the linked RFI Response document is not at the Evaluation stage). When the IFP Response evaluation has been completed, the procurement officer shall run the *Close IFP* function that checks to ensure that all IFP response lines have been evaluated and a Pass/Fail score assigned to each of them. For the lines assigned a Pass score, the system shall post the IFP Response Lines into the Vendor Prequalification Entry Table. The document status of the IFP Response voucher shall be set to CLOSED. In case an IFP is cancelled (By the Procurement Officer running the *Cancel IFP* function, the system shall set the document status of the IFP Response to CANCELLED and all the related vendor prequalification entries shall be blocked (vendor Prequalification Entry.Blocked::TRUE)

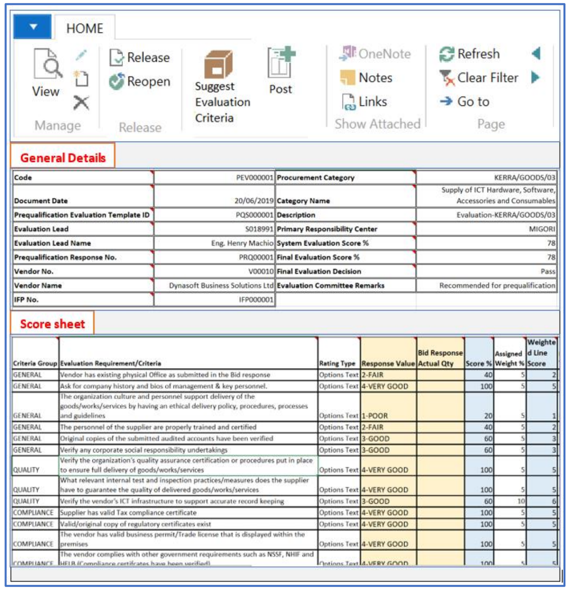
IFP Response Line Table

- This table is used to record the IFP responses made by the vendor for each selected prequalification category.
- When the vendor selects a procurement category (Linked to the IFP Prequalification Category table) in which they want to be prequalified, the system submits these entries to this table.

Document Type	Document No.	Procurement Category	Category Description	RFI Document No.	Vendor No.	Special Group Reservation	Unique Category Requirements	Global RC Prequalification	Restricted Responsbility Center	Restricted Responsibility Center ID	Prequalification Start Date	Prequalification End Date	Evaluation Decision	Evaluation Score %
IFP Response	PRQ00001	KERRA/GOODS/03	Supply of ICT Hardware, Software, Accessories and Consumables	IFP000001	V00010	YES	YES	NO	NO	HQ	01/07/2019	30/06/2021	Pass	78

- Before picking a category, the portal user can view the products that they shall be expected to offer under a given category (Mapped to Procurement Category Product table).

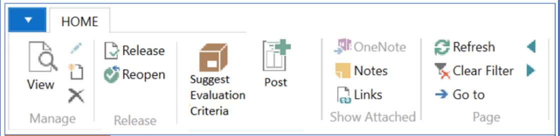
Prequalification Evaluation Voucher Card=>Home



- The Prequalification Evaluation Voucher has the following 2 Tabs:
  a) General Details-This is used to record the general details of the prequalification evaluation voucher (Linked to the Prequalification Score Header table)

- On selection of a procurement category, the system checks the following 3 critical controls:
  - **a)** Special Group Reservation-The system checks whether a prequalification category has been reserved for any special group category. This is done by validating the RFI Prequalification Category.Special Group Reservation field and ensuring that each reserved procurement category has assigned special group entries (Linked to the RFI Restricted Vendor Group table). For reserved procurement categories, the system goes further to check whether the applying vendor is classified as a special group supplier (RFI Response.Special Group Vendor::TRUE). If the vendor is a special group supplier, the system further checks whether the special group category (RFI Response.Special Group Category field) matches any of the assigned special group entries ((Linked to the RFI Restricted Vendor Group table)) for the procurement category being selected. If the special group category match is found, the system shall allow the vendor to select and proceed to submit a response for this procurement category. NB: Procurement categories reserved for special groups can only be responded to by vendors who are under the preference and reservations scheme (With valid AGPO certificates).
  - **b)** Unique Category Requirements- The system checks whether a prequalification category has additional unique requirements that the vendor has to meet to be prequalified under that category. This is done by validating the RFI Prequalification Category.Unique Category Requirements field. When a procurement category has these additional requirements, the vendor is expected to respond and indicate their compliance (Compliant or Non-compliant with each requirement (Linked to RFI Response Line Requirement table) as well as provide any additional proof details that support compliance. Document attachments to support compliance can be filed separately. The section below shows a screenshot of the IFP Response Line Requirement table:

Document Type	Document No.	Procurement Category	Entry No.	Requirement Code	Description	Requirement Type	RFI Document No.	Meets Requirement	Proof of compliance summary
IFP Response	PRQ00001	KERRA/GOODS/03	1	ICTA CERT	Vendor must possess a valid ICT Authority (ICTA) Certificate	Mandatory	IFP000001	YES	We have a valid ICTA Certificate (Certificate No: 789494)



General Details

Code	PEV000001	Procurement Category	KERRA/GOODS/03
Document Date	20/06/2019	Category Name	Supply of ICT Hardware, Software, Accessories and Consumables
Prequalification Evaluation Template ID	PQS000001	Description	Evaluation-KERRA/GOODS/03
Evaluation Lead	S018991	Primary Responsibility Center	MIGORI
Evaluation Lead Name	Eng. Henry Machio	System Evaluation Score %	78
Prequalification Response No.	PRQ00001	Final Evaluation Score %	78
Vendor No.	V00010	Final Evaluation Decision	Pass
Vendor Name	Dynasoft Business Solutions Ltd	Evaluation Committee Remarks	Recommended for prequalification
IFP No.	IFP000001		

b) Score sheet-This section includes the evaluation voucher lines made up of the evaluation criteria based on the selected evaluation template. This section is linked to the Prequalification Score Line table. The default score sheet entries are populated when the user runs the *Suggest Evaluation Criteria* Action (The system populates the evaluation criteria, linked to the Supplier Rating Requirement table, based on the selected evaluation template in the voucher header.

Score sheet

Criteria Group	Evaluation Requirement/Criteria	Rating Type	Response Value	Bid Response Actual Qty	Score %	Assigned Weight %	Weighted Line Score
GENERAL	Vendor has existing physical Office as submitted in the Bid response	Options Text	2-FAIR		40	5	2
GENERAL	Ask for company history and bios of management & key personnel.	Options Text	4-VERY GOOD		100	5	5
GENERAL	The organization culture and personnel support delivery of the goods/works/services by having an ethical delivery policy, procedures, processes and guidelines	Options Text	1-POOR		20	5	1
GENERAL	The personnel of the supplier are properly trained and certified	Options Text	2-FAIR		40	5	2
GENERAL	Original copies of the submitted audited accounts have been verified	Options Text	3-GOOD		60	5	3
GENERAL	Verify any corporate social responsibility undertakings	Options Text	3-GOOD		60	5	3
QUALITY	Verify the organization's quality assurance certification or procedures put in place to ensure full delivery of goods/works/services	Options Text	4-VERY GOOD		100	5	5
QUALITY	What relevant internal test and inspection practices/measures does the supplier have to guarantee the quality of delivered goods/works/services	Options Text	4-VERY GOOD		100	5	5
QUALITY	Verify the vendor's ICT infrastructure to support accurate record keeping	Options Text	3-GOOD		60	10	6
COMPLIANCE	Supplier has valid Tax compliance certificate	Options Text	4-VERY GOOD		100	5	5
COMPLIANCE	Valid/original copy of regulatory certificates exist	Options Text	4-VERY GOOD		100	5	5
COMPLIANCE	The vendor has valid business permit/Trade license that is displayed within the premises	Options Text	4-VERY GOOD		100	5	5
COMPLIANCE	The vendor complies with other government requirements such as NSSF, NHIF and HELB (Compliance certificates have been verified)	Options Text	4-VERY GOOD		100	5	5

- The Prequalification Evaluation Voucher has the following 2 key Actions:
  - a) *Suggest Evaluation Criteria-* This Action shall populate the default evaluation voucher

c) Restricted Responsibility Center-If prequalification for a particular procurement category has been restricted to only a given responsibility center (For organizations that have semi-autonomous procurement administrative centers), the system ensures that the locked RC is the default responsibility center linked to the response line of that procurement category (The system shall create entries in the RFI Response Line RC table where the RFI Response Line RC.Responsiblity Center Code:=RFI Response Line.Restricted Responsibility Center ID). If prequalification of a particular procurement category is open (it can be done across any of the available responsibility centers defined under the RFI Responsibility Center table), and the vendor wants to be prequalified in specific RCs, the system shall allow the vendor to select the responsibility center in which they want to be prequalified (The user shall select from the RFI RFI Responsibility Center table and the selected RC entries shall be pushed to the RFI Response Line RC table). NB: If a vendor wants to be prequalified across all the responsibility centers, they shall select the *Prequalify In All Responsibility Centers* Action. The screenshot below shows the IFP Response RC Table:

Document Type	Document No.	Procurement Category	Responsibility Center Code	Description
IFP Response	PRQ00001	KERRA/GOODS/03	HQ	KeRRA Head Office

- The key fields of the IFP Response Line table are summarized as follows:

Field	Description
Document Type	Primary key field linked to the RFI Response.Document Type table. The default option value shall be IFP Response
Document No.	Primary key field used to uniquely identify each RFI document (It is linked to the IFP Response No. series in the E-Procurement Setup table)
Procurement Category	Linked to RFI Prequalification Category Table. When the procurement category is selected, the system shall validate the Procurement Category Description, Special Group Reservation, Unique Category Requirement, Restricted Responsibility Center ID,

lines (score sheet lines) based on the selected supplier rating template. The following control design has been inbuilt into this function:

- The function can only be run if the supplier rating template has been defined in the voucher header. The selected supplier rating template should be one that is already released.
- The system shall populate the score sheet lines (Linked to Prequalification Score Line table) based on the evaluation criteria defined for the selected supplier rating template (The evaluation criteria are maintained under the Supplier Rating Requirement table). The following field mapping rules shall be done during execution of this function:

Score Sheet Fields	Mapping Rules
Evaluation Voucher ID	Primary key field that is linked to Prequalification Score Header Table

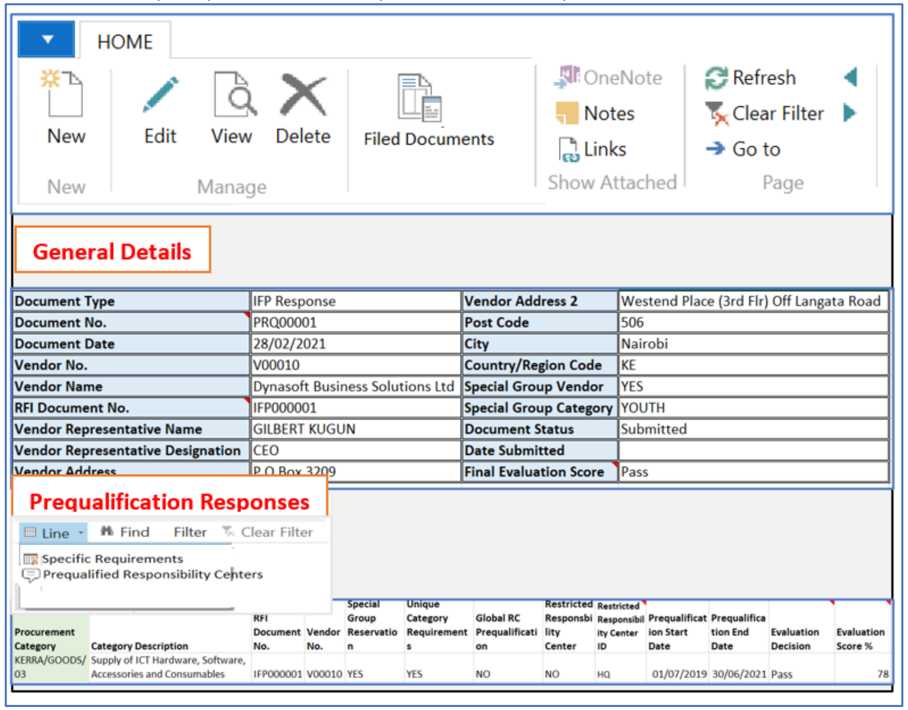
	Prequalification Start Date and Prequalification End Date fields in the IFP Response Line table
RFI Document No.	RFI Response.RFI Document No.
Vendor No.	RFI Response.Vendor No.
Category Description	Procurement category description based on the validated Procurement Category field. It shall be linked to RFI Prequalification Category.Description field
Special Group Reservation	RFI Prequalification Category.Special Group Reservation
Unique Category Requirements	RFI Prequalification Category.Unique Category Requirements
Restricted Responsbility Center	RFI Prequalification Category.Restricted Responsbility Center
Restricted Responsibility Center ID	RFI Prequalification Category.Restricted Responsibility Center ID
Prequalification Start Date	RFI Prequalification Category.Prequalification Start Date
Prequalification End Date	RFI Prequalification Category.Prequalification End Date
Evaluation Decision	Final evaluation verdict by the Procurement evaluation team. This score can only be assigned if the RFI Response.Document Status::Evaluation
Evaluation Score %	Final evaluation score percentage by the Procurement evaluation team. This score can only be assigned if the RFI Response.Document Status::Evaluation

IFP Response Voucher Card

- The screenshot below shows the IFP Response Voucher (Header details linked to RFI Response Table while Line details are linked to IFP

Line No	Primary key based on autogenerated line number
Rating Template ID	Linked to Supplier Rating Requirement.Rating Template ID field (This should match the selected evaluation template in the Header under the Prequalification Score Header.Prequalification Evaluation Template ID field)
Template Type	Linked to Supplier Rating Requirement Table.Template Type::Prequalification Scoring
Criteria Group	Linked to Supplier Rating Requirement.Criteria Group field
Checklist ID	Linked to Supplier Rating Requirement.Checklist ID field
Evaluation Requirement	Linked to Supplier Rating Requirement.Evaluation Requirement field
Rating Type	Linked to Supplier Rating Requirement.Rating Type field
Response Value	This field shall only be completed by the Evaluator if the Prequalification Rating is either Yes/NO or Options Text. It shall link to the Supplier Rating Score Guide.Response Value field, by applying the following filters: a) Prequalification Score Line. Appraisal Template ID=Supplier Rating Score Guide.Appraisal Template ID b) Prequalification Score Line.Template Type=Supplier Rating

Response Line table) on NAV that is created when the vendor submits their prequalification response from the portal:



- The IFP Response Voucher has a <u>Prequalification Responses</u> Fast Tab that has lines that are linked to the IFP Response Line table. The system provides the following 2 line functions under this Fast tab:
  a) Specific Requirements-It links to the IFP Response Line Requirement Table. It is used to display the compliance/non-compliance response by the vendor for each of the special/additional requirements for a particular procurement category.
  b) Prequalified Responsibility Centers-It is linked to the IFP Response Line RC table. It is used to record the responsibility centers (e.g. Regions), under which a given vendor has been prequalified, for a particular procurement category.

	Score Guide.Template Type c) Prequalification Score Line.Criteria Group=Supplier Rating Score Guide.Criteria Group d) Prequalification Score Line.Checklist ID=Supplier Rating Score Guide.Checklist ID
Bid Response Actual Qty	This field shall only be modified by the evaluator for Number Rating Types. The system shall use the Qty to determine the default Score % (By checking the Min/Max Bid Value parameters from the Supplier Rating Criteria Table)
Score %	The default score shall be suggested by the system based on Supplier Rating Score Guide table. The score shall be determined by the Rating Type applied. If Rating Type is either Yes/NO or Options Text, the Score % shall be based on the Response Value defined by the evaluator. Otherwise, the Score value shall be determined by the Bid Response Actual Qty (For Number Rating Types).
Assigned Weight %	Linked to Supplier Rating Requirement.Assigned Weight field
Weighted Line Score	Weighted Line Score to be computed as the Score % *Assigned Weight/100

- NB: The *Filed Documents* Action on the IFP Response Voucher Page allows the user to view the attached supporting documents. It is linked to the RFI Response Filed Document table.

Document Type	Document No.	Entry No	Date Filed	Vendor No	Procurement Document Type ID	Document Description	External Document/Certificate No.	Issue Date	Expiry Date	File Name	File Type	File Extension	Procurement Process
IFP Response	PRQ00001	1	01/04/2020	V00001	AGPO	AGPO Certificate							Prequalification
IFP Response	PRQ00001	2	02/04/2020	V00001	AUD-AC	Audited Accounts							Prequalification
IFP Response	PRQ00001	3	03/04/2020	V00001	COMP-REG	Certificate of Registration/Incorporation							Prequalification
IFP Response	PRQ00001	4	04/04/2020	V00001	CR12	Proof of Ownership (Directors/Shareholders)							Prequalification
IFP Response	PRQ00001	5	05/04/2020	V00001	PIN-CERT	PIN Certificates							Prequalification
IFP Response	PRQ00001	6	06/04/2020	V00001	POA	Power of Attorney	P051246621X						Prequalification
IFP Response	PRQ00001	7	07/04/2020	V00001	TCC	Tax Compliance Certificates							Prequalification
IFP Response	PRQ00001	8	08/04/2020	V00001	TRADE	Trade License							Prequalification
IFP Response	PRQ00001	9	09/04/2020	V00001	VAT-CERT	VAT Certificates	KRAEON8580362017	13/10/2019	12/10/2020				Prequalification

Prequalification Evaluation Vouchers

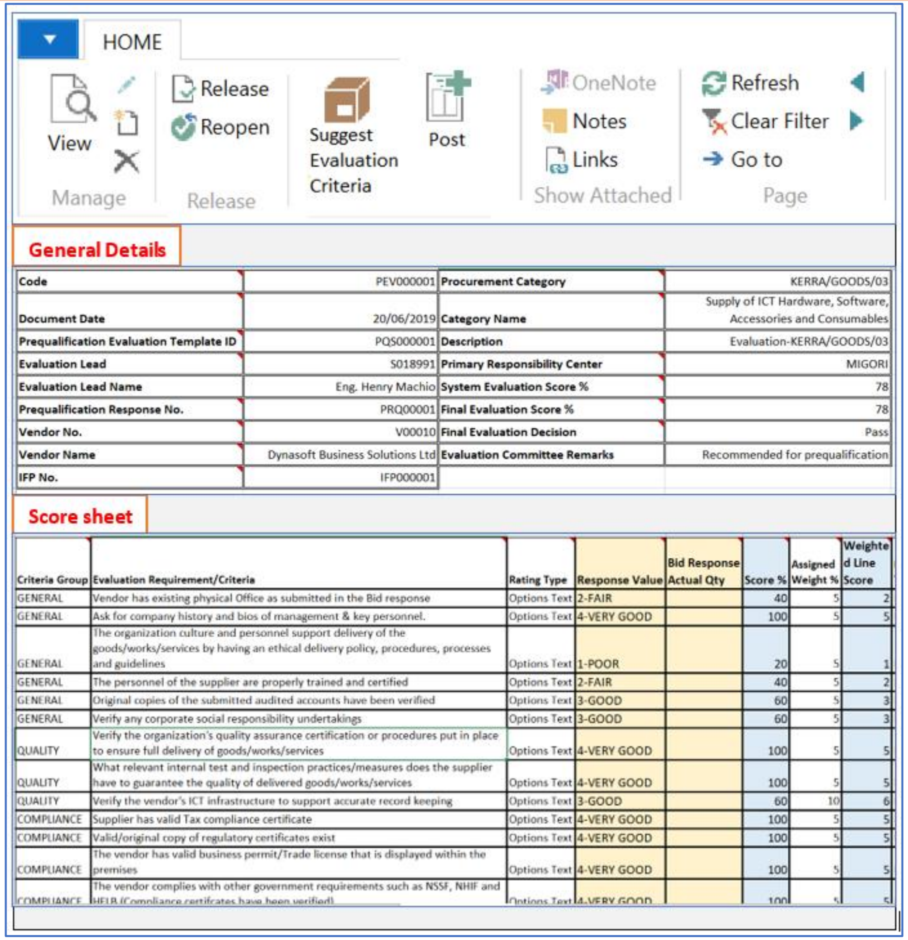
- When suppliers have submitted their prequalification responses, the system provides the ability to evaluate each prequalification category response from a vendor (If a vendor submits a prequalification response for say 3 procurement categories, 3 different evaluation vouchers shall be done since scoring is done per procurement category.)
- The Prequalification Evaluation Voucher (PEV) is used to handle prequalification evaluation.
- Each PEV is mapped to a Vendor Rating Template (Has a Prequalification Scoring document type) to determine the evaluation criteria group, evaluation criteria/requirements and the evaluation score guide entries.
- The PEV scoresheet is made of the evaluation criteria that was setup under the selected evaluation template. It allows the evaluator to record a rating for each criterion (The system shall then suggest the Score % and Weighted Line score % based on the assigned score guide rating entries). Once all criteria have been evaluated, the evaluation lead shall record the final evaluation decision/recommendation based on a Pass or Fail-score basis.
- When the PEV is posted, the final evaluation decision shall be posted to the IFS Response Line table.
- The prequalification evaluation process requires the following key setups/functionality:
    - Prequalification evaluation templates-This should have been setup on the system. The system requires the user to link a *Released* supplier rating template to the prequalification evaluation voucher before scoring can commence.
- The Prequalification Evaluation Voucher is built on the Prequalification Score Header and Prequalification Score Line tables.

Target Qty	Linked to Supplier Rating Requirement.Target Qty field
Desired Performance Direction	Linked to Supplier Rating Requirement.Desired Performance Direction
Target Value	Linked to Supplier Rating Requirement.Target Value field

b) *Post Evaluation*-This function is used to post the final evaluation scores and decision to the IFP Response line tables. The following control design has been inbuilt into this function:

- Posted Prequalification evaluation vouchers shall be maintained on a separate list under the Archive/History for quick navigation.
- The following mapping rules shall be used to post transactions from the score sheet lines (Prequalification Score Line table) to the IFP Response Line table:

IFP Response Line Fields	Mapping Rules
System Evaluation Score %	Prequalification Score Header.System Evaluation Score %
Final Evaluation Score %	Prequalification Score Header.Final Evaluation Score %



General Details

Code	PEV000001	Procurement Category	KERRA/GOODS/03
Document Date	20/06/2019	Category Name	Supply of ICT Hardware, Software, Accessories and Consumables
Prequalification Evaluation Template ID	PQS000001	Description	Evaluation-KERRA/GOODS/03
Evaluation Lead	S018991	Primary Responsibility Center	MIGORI
Evaluation Lead Name	Eng. Henry Machio	System Evaluation Score %	78
Prequalification Response No.	PRQ00001	Final Evaluation Score %	78
Vendor No.	V00010	Final Evaluation Decision	Pass
Vendor Name	Dynasoft Business Solutions Ltd	Evaluation Committee Remarks	Recommended for prequalification
IFP No.	IFP000001		

Score sheet

Criteria Group	Evaluation Requirement/Criteria	Rating Type	Response Value	Bid Response Actual Qty	Score %	Assigned Weight %	Weighted Line Score
GENERAL	Vendor has existing physical Office as submitted in the Bid response	Options Text	2-FAIR		40	5	2
GENERAL	Ask for company history and bios of management & key personnel.	Options Text	4-VERY GOOD		100	5	5
GENERAL	The organization culture and personnel support delivery of the goods/works/services by having an ethical delivery policy, procedures, processes and guidelines	Options Text	1-POOR		20	5	1
GENERAL	The personnel of the supplier are properly trained and certified	Options Text	2-FAIR		40	5	2
GENERAL	Original copies of the submitted audited accounts have been verified	Options Text	3-GOOD		60	5	3
GENERAL	Verify any corporate social responsibility undertakings	Options Text	3-GOOD		60	5	3
QUALITY	Verify the organization's quality assurance certification or procedures put in place to ensure full delivery of goods/works/services	Options Text	4-VERY GOOD		100	5	5
QUALITY	What relevant internal test and inspection practices/measures does the supplier have to guarantee the quality of delivered goods/works/services	Options Text	4-VERY GOOD		100	5	5
QUALITY	Verify the vendor's ICT infrastructure to support accurate record keeping	Options Text	3-GOOD		60	10	6
COMPLIANCE	Supplier has valid Tax compliance certificate	Options Text	4-VERY GOOD		100	5	5
COMPLIANCE	Valid/original copy of regulatory certificates exist	Options Text	4-VERY GOOD		100	5	5
COMPLIANCE	The vendor has valid business permit/Trade license that is displayed within the premises	Options Text	4-VERY GOOD		100	5	5
COMPLIANCE	The vendor complies with other government requirements such as NSSF, NHIF and HELB (Compliance certifcates have been verified)	Options Text	4-VERY GOOD		100	5	5

Prequalification Score Header Table

- This table is used to maintain the header details of the prequalification evaluation voucher.

Code	Document Date	Prequalification Evaluation Template ID	Evaluation Lead	Evaluation Lead Name	Prequalification Response No.	Vendor No.	Vendor Name	IFP No.	Procurement Category	Category Name	Description	Primary Region	Final Evaluation Decision	Final Evaluation Score %	Evaluation Committee Remarks
PEV000001	20/06/2019	PQS000001	S018991	Eng. Henry Machio	PRQ00001	V00010	Dynasoft Business Solutions Ltd	IFP000001	KERRA/GOODS/03	Supply of ICT Hardware, Software, Accessories and Consumables	Evaluation-KERRA/GOODS/03	MIGORI	Pass	78	Recommended for prequalification

- The key fields of this table are sumamrized as follows:

Field	Description

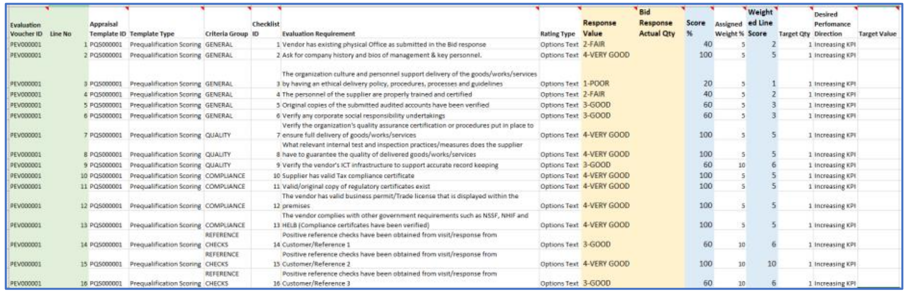
Final Evaluation Decision	Prequalification Decision Header.Final Evaluation Decision
Evaluation Score %	Prequalification Score Header.Evaluation Score %

Code	Linked to Prequalification Evaluation No. Series field under the E-Procurement setup
Document Date	Date when the evaluation voucher has been created
Prequalification Evaluation Template ID	This is the template that shall be used for evaluation of the prequalification (It includes the criteria groups, evaluation criteria/requirements and the default score guide entries for each criteria). This field is linked to the Supplier Rating Template Table (Filter such that Template Type::Prequalification Scoring and Released::True)
Evaluation Lead	An informational field that is used to record the chairperson or lead for the prequalification evaluation committee. This field is linked to Resource Table (To handle both staff and non-staff evaluation committee members)
Evaluation Lead Name	The name of the prequalification evaluation chairperson (Based on validation of the Evaluation Lead field)
Prequalification Response No.	This field is used to identify the prequalification response, submitted by the vendor, that is being evaluated. It is linked to the RFI Response Table (Filter: Document Type::IFP Response and Document Status::Evaluation). When this field is selected, it shall be validated in order to auto-fill the Vendor No., Vendor Name and Prequalification Notice No. fields
Vendor No.	Validated field of the Vendor No. that is linked to the RFI Response.Vendor No. field
Vendor Name	Linked to RFI Response.Vendor Name field
IFP No.	Linked to RFI Response.RFI Document No. field
Procurement Category	Linked to the IFP Response Line table to allow selection of the prequalification category being evaluated. The key filters applied on the IFP Response Line table include: Document Type::IFP Response, Document No:=Prequalification Score Header.Prequalification Response No.
Category Name	Linked to RFI Response.Category Description field
Description	A description of the evaluation voucher. The system shall generate a default Description that concatenates strings such that "Evaluation-" string is joined to the Procurement

	Category string. The user can modify this description accordingly.
Primary Responsibility Center	In case evaluation is being done at Regional levels, this field can be used to record the responsible administrative centre. This field is linked to Responsibility Center table
System Evaluation Score %	The total percentage score that is assigned to this evaluation by the system (It is based on sum calcfield for the Score % field for each of the evaluation criteria lines).
Final Evaluation Score %	The final percentage score that is assigned to this evaluation by the committee. This field shall by default be set to default value equal to the System Evaluation Score %. This score is posted to the IFP Response Line when the Close IFP function is executed.
Final Evaluation Decision	Final evaluation verdict by the evaluation committee, for each assessed procurement category response for a vendor. This decision is posted to the IFP Response Line when the *Close IFP* function is executed.
Evaluation Committee Remarks	An informational field that allows any remarks/comments of the committee to be recorded for future references.

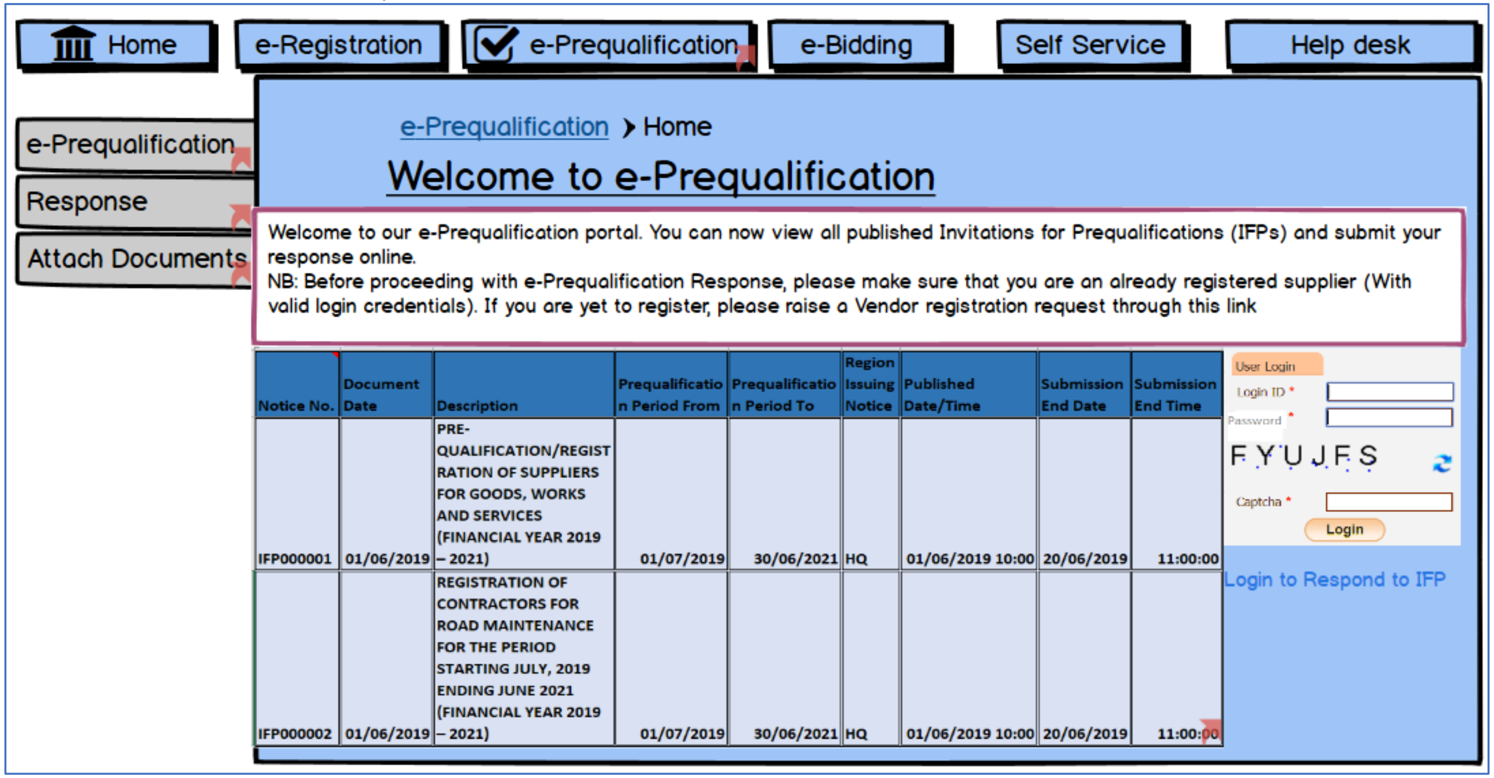
<u>Prequalification Score Line Table</u>

- This table is used to maintain the prequalification voucher line entries.

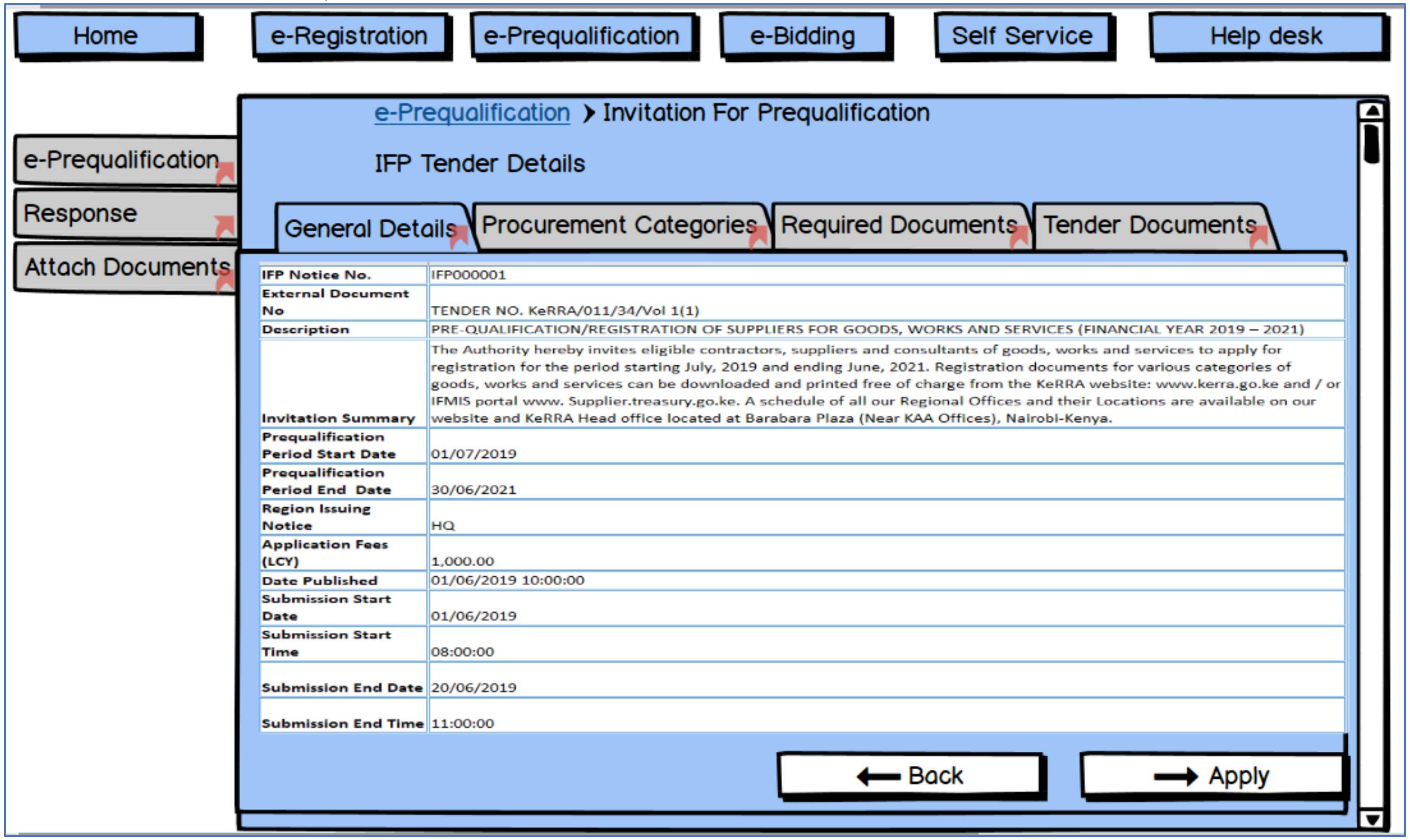


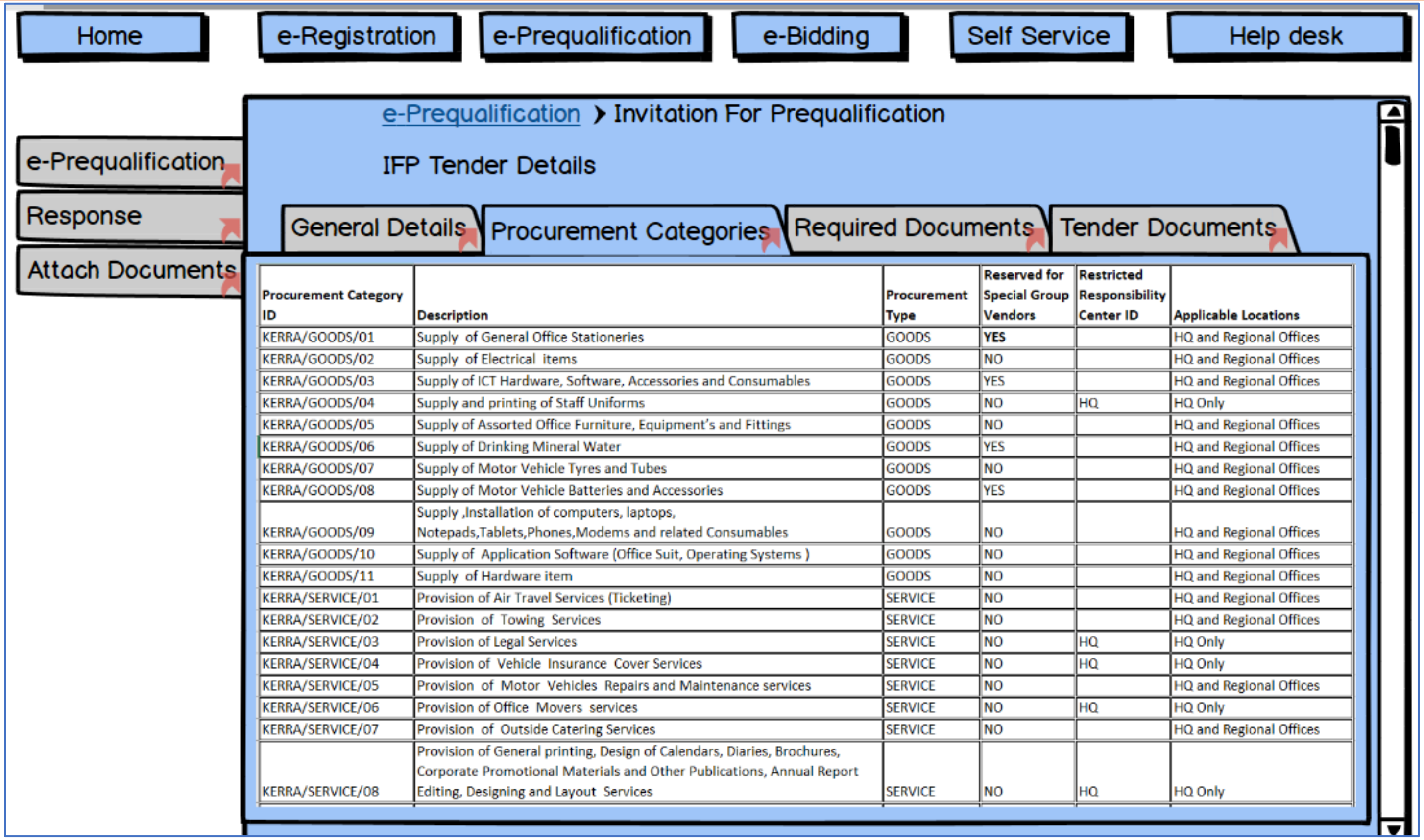
Evaluation Voucher ID	Line No	Appraisal Template ID	Template Type	Criteria Group	Checklist ID	Evaluation Requirement	Rating Type	Response Value	Bid Response Actual Qty	Score %	Assigned Weight %	Weighted Line Score	Target Qty	Desired Perfomance Direction	Target Value
PEV000001	1	PQS000001	Prequalification Scoring	GENERAL	1	Vendor has existing physical Office as submitted in the Bid response	Options Text	2-FAIR		40	5	2	1	Increasing KPI	
PEV000001	2	PQS000001	Prequalification Scoring	GENERAL	2	Ask for company history and bios of management & key personnel.	Options Text	4-VERY GOOD		100	5	5	1	Increasing KPI	
PEV000001	3	PQS000001	Prequalification Scoring	GENERAL	3	The organization culture and personnel support delivery of the goods/works/services by having an ethical delivery policy, procedures, processes and guidelines	Options Text	1-POOR		20	5	1	1	Increasing KPI	
PEV000001	4	PQS000001	Prequalification Scoring	GENERAL	4	The personnel of the supplier are properly trained and certified	Options Text	2-FAIR		40	5	2	1	Increasing KPI	
PEV000001	5	PQS000001	Prequalification Scoring	GENERAL	5	Original copies of the submitted audited accounts have been verified	Options Text	3-GOOD		60	5	3	1	Increasing KPI	
PEV000001	6	PQS000001	Prequalification Scoring	GENERAL	6	Verify any corporate social responsibility undertakings	Options Text	3-GOOD		60	5	3	1	Increasing KPI	
PEV000001	7	PQS000001	Prequalification Scoring	QUALITY	7	Verify the organization's quality assurance certification or procedures put in place to ensure full delivery of goods/works/services	Options Text	4-VERY GOOD		100	5	5	1	Increasing KPI	
PEV000001	8	PQS000001	Prequalification Scoring	QUALITY	8	What relevant internal test and inspection practices/measures does the supplier have to guarantee the quality of delivered goods/works/services	Options Text	4-VERY GOOD		100	5	5	1	Increasing KPI	
PEV000001	9	PQS000001	Prequalification Scoring	QUALITY	9	Verify the vendor's ICT infrastructure to support accurate record keeping	Options Text	3-GOOD		60	10	6	1	Increasing KPI	
PEV000001	10	PQS000001	Prequalification Scoring	COMPLIANCE	10	Supplier has valid Tax compliance certificate	Options Text	4-VERY GOOD		100	5	5	1	Increasing KPI	
PEV000001	11	PQS000001	Prequalification Scoring	COMPLIANCE	11	Valid/original copy of regulatory certificates exist	Options Text	4-VERY GOOD		100	5	5	1	Increasing KPI	
PEV000001	12	PQS000001	Prequalification Scoring	COMPLIANCE	12	The vendor has valid business permit/Trade license that is displayed within the premises	Options Text	4-VERY GOOD		100	5	5	1	Increasing KPI	
PEV000001	13	PQS000001	Prequalification Scoring	COMPLIANCE	13	The vendor complies with other government requirements such as NSSF, NHIF and HELB (Compliance certifcates have been verified)	Options Text	4-VERY GOOD		100	5	5	1	Increasing KPI	
PEV000001	14	PQS000001	Prequalification Scoring	REFERENCE CHECKS	14	Positive reference checks have been obtained from visit/response from Customer/Reference 1	Options Text	3-GOOD		60	10	6	1	Increasing KPI	
PEV000001	15	PQS000001	Prequalification Scoring	REFERENCE CHECKS	15	Positive reference checks have been obtained from visit/response from Customer/Reference 2	Options Text	4-VERY GOOD		100	10	10	1	Increasing KPI	
PEV000001	16	PQS000001	Prequalification Scoring	REFERENCE CHECKS	16	Positive reference checks have been obtained from visit/response from Customer/Reference 3	Options Text	3-GOOD		60	10	6	1	Increasing KPI	

PUR-REG-003 **e-Prequalific**	Ability for registered vendors to submit their	Customization	**<u>Business Process</u>** • The e-Prequalification portal is used by registered vendors to submit their prequalification response online. • The e-Prequalification portal supports the following general processes/steps:

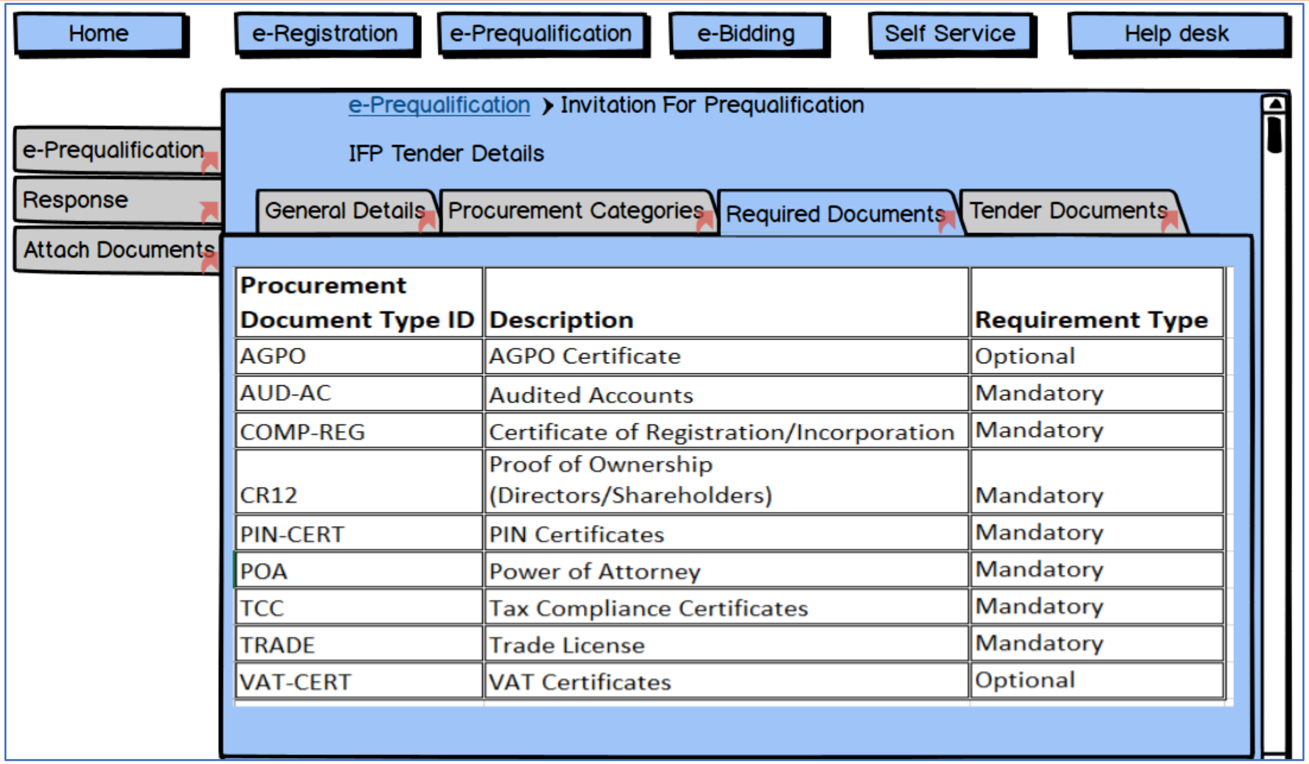
ation Portal	prequalification responses online, via the e-Prequalification portal that seamlessly links with the D365 BC ERP.			○ When the user selects the e-Prequalification link from the Home page, it shall direct them to the e-Prequalification Home Page. ○ When the user is on the e-Prequalification Home Page, they shall be able to view the complete list of published IFPs (Linked to the RFI Table with filters such that Document Type::Invitation For Prequalification and RFI.Document Status::Published)  ○ When the portal user clicks on the Notice No., the portal shall allow them to view the details of each IFP. The key details that can be accessed for each IFP include: a) General Details-It displays key details of the IFP such as Notice No, Description, Application fees chargeable and critical IFP dates. It is linked to the RFI table. b) Procurement Categories-This is used to display all the procurement categories under each IFP that vendors can apply and be prequalified under. It is linked to the RFI Prequalification Category table. c) Required Documents-It is used to display all the supporting document that have to be attached by the vendor as part of their prequalification response. It is linked to the RFI Required Document table.

d) Tender Documents-This page tab is used to list any documents that can be downloaded by the portal users to support their prequalification response process. Such documents include the Prequalification Invitation Notice and the Prequalification Tender Document. These documents shall be setup as NAV links on the IFP Voucher and the link address defined on the RFI table (Tender Notice and Tender Document fields)

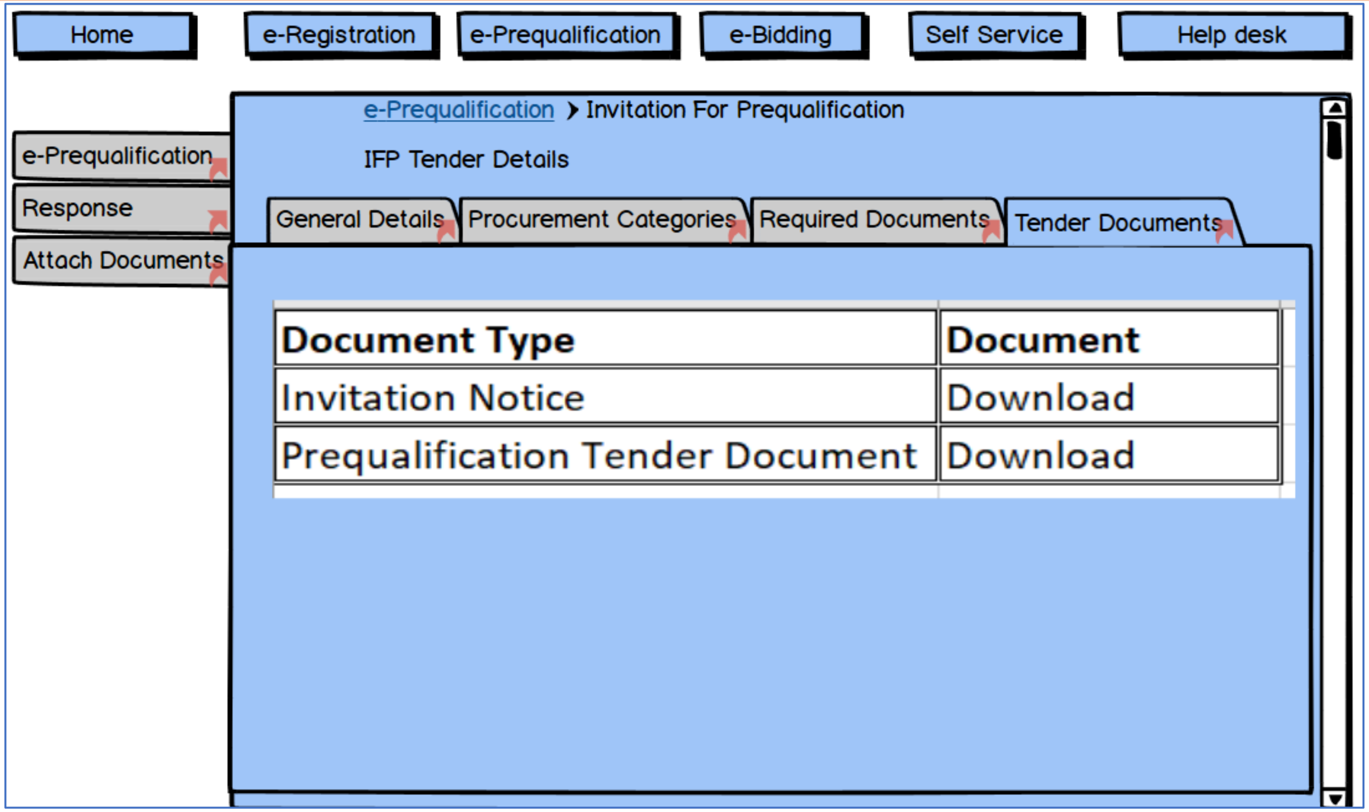




Procurement Category ID	Description	Procurement Type	Reserved for Special Group Vendors	Restricted Responsibility Center ID	Applicable Locations
KERRA/GOODS/01	Supply of General Office Stationeries	GOODS	**YES**		HQ and Regional Offices
KERRA/GOODS/02	Supply of Electrical items	GOODS	NO		HQ and Regional Offices
KERRA/GOODS/03	Supply of ICT Hardware, Software, Accessories and Consumables	GOODS	YES		HQ and Regional Offices
KERRA/GOODS/04	Supply and printing of Staff Uniforms	GOODS	NO	HQ	HQ Only
KERRA/GOODS/05	Supply of Assorted Office Furniture, Equipment's and Fittings	GOODS	NO		HQ and Regional Offices
KERRA/GOODS/06	Supply of Drinking Mineral Water	GOODS	YES		HQ and Regional Offices
KERRA/GOODS/07	Supply of Motor Vehicle Tyres and Tubes	GOODS	NO		HQ and Regional Offices
KERRA/GOODS/08	Supply of Motor Vehicle Batteries and Accessories	GOODS	YES		HQ and Regional Offices
KERRA/GOODS/09	Supply ,Installation of computers, laptops, Notepads,Tablets,Phones,Modems and related Consumables	GOODS	NO		HQ and Regional Offices
KERRA/GOODS/10	Supply of Application Software (Office Suit, Operating Systems)	GOODS	NO		HQ and Regional Offices
KERRA/GOODS/11	Supply of Hardware item	GOODS	NO		HQ and Regional Offices
KERRA/SERVICE/01	Provision of Air Travel Services (Ticketing)	SERVICE	NO		HQ and Regional Offices
KERRA/SERVICE/02	Provision of Towing Services	SERVICE	NO		HQ and Regional Offices
KERRA/SERVICE/03	Provision of Legal Services	SERVICE	NO	HQ	HQ Only
KERRA/SERVICE/04	Provision of Vehicle Insurance Cover Services	SERVICE	NO	HQ	HQ Only
KERRA/SERVICE/05	Provision of Motor Vehicles Repairs and Maintenance services	SERVICE	NO		HQ and Regional Offices
KERRA/SERVICE/06	Provision of Office Movers services	SERVICE	NO	HQ	HQ Only
KERRA/SERVICE/07	Provision of Outside Catering Services	SERVICE	NO		HQ and Regional Offices
KERRA/SERVICE/08	Provision of General printing, Design of Calendars, Diaries, Brochures, Corporate Promotional Materials and Other Publications, Annual Report Editing, Designing and Layout Services	SERVICE	NO	HQ	HQ Only

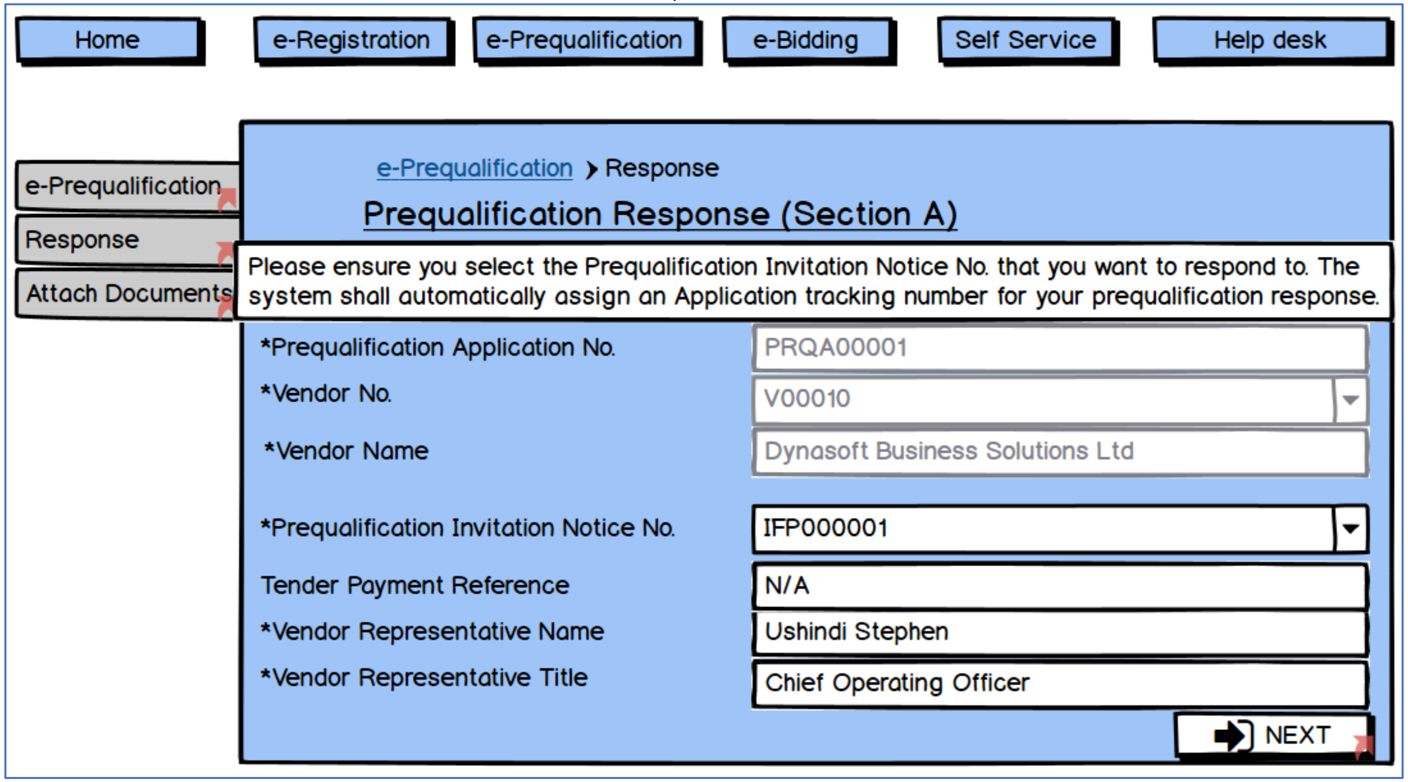


Procurement Document Type ID	Description	Requirement Type
AGPO	AGPO Certificate	Optional
AUD-AC	Audited Accounts	Mandatory
COMP-REG	Certificate of Registration/Incorporation	Mandatory
CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
PIN-CERT	PIN Certificates	Mandatory
POA	Power of Attorney	Mandatory
TCC	Tax Compliance Certificates	Mandatory
TRADE	Trade License	Mandatory
VAT-CERT	VAT Certificates	Optional



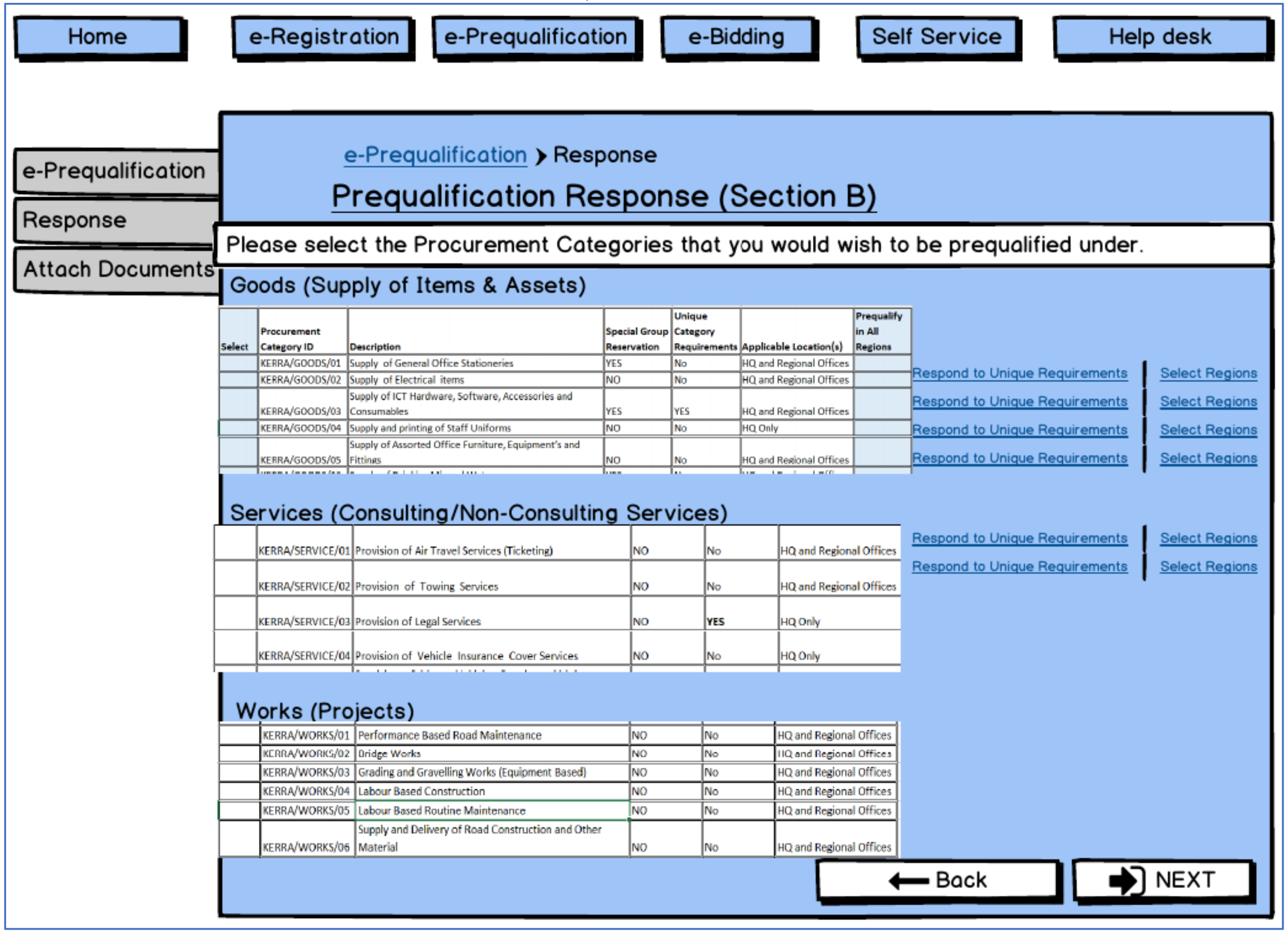
- For a vendor to respond to an IFP Notice, they must have a registered vendor account (If the vendor is not registered, they shall be re-directed to the vendor registration request page).
- Once a valid portal user logs in, they shall be able to complete the prequalification response by performing the following activities:
  a) Completion of the prequalification submission (Application form)-When the user navigates to the Prequalification Response section, they shall be able to raise a Prequalification Response (This is linked to the IFP Response table). The system shall automatically generate a Prequalification Response Document No (To be used as an application tracking reference number) and link it to the Vendor's Account No. and Registered Business Names. They shall be required to complete additional details such as Vendor representative name (Name of the vendor's contact who is submitting the prequalification response on behalf of the vendor), vendor representative designation/title and Tender Payment Fee References (This is an informational field that enables the vendor to record an E-receipt number in case they have paid

for any prequalification application fees; this shall be validated by the back-office operations during receivables and bank reconciliations).

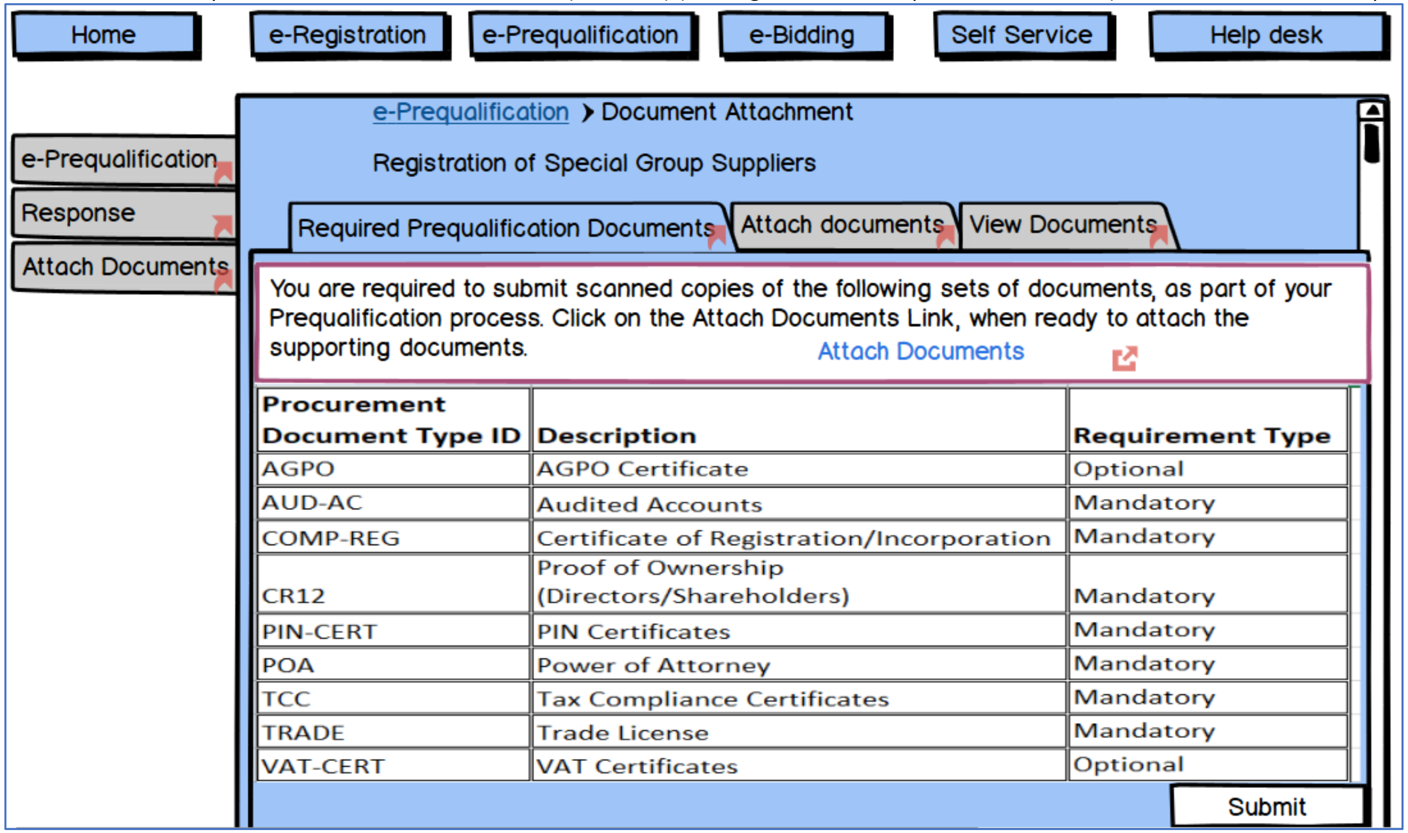


b) Selection and response to the requirements of each procurement category-The portal user shall be able to view the list of procurement categories that have been published for them to respond against (Data extracted from the RFI Prequalification Category table). The user shall then be able to select (by marking) the specific procurement categories under which they are qualified to supply respective goods, works and services. When the user selects a given procurement category, the system shall perform the relevant validations such as:
- Ensure that procurement categories that are restricted for special vendor groups cannot be responded to by the general vendors
- Ensure that the portal user responds to the specific/unique requirements that may be required by particular procurement categories (Linked to IFP Response Line Requirement table)
- Ensure that the portal user selects the specific responsibility centers (e.g. Regions) in which they shall be prequalified. If a procurement category has been locked to a specific responsibility

centre (RFI Prequalification Category.Restricted Responsibility Center ID field has a value), the system shall automatically insert this RC into the IFP Response Line RC table. If the vendor wants to be prequalified in all RCs, they shall click on *Prequalify in All Responsibility Centers* (field available on the Portal. If it is selected, the IFP Response Line. Global RC Prequalification field shall be set to TRUE). If the vendor wants to be prequalified for specific RCs, they shall be able to select the RCs and submit them (The system stores the values under the IFP Response Line RC table).

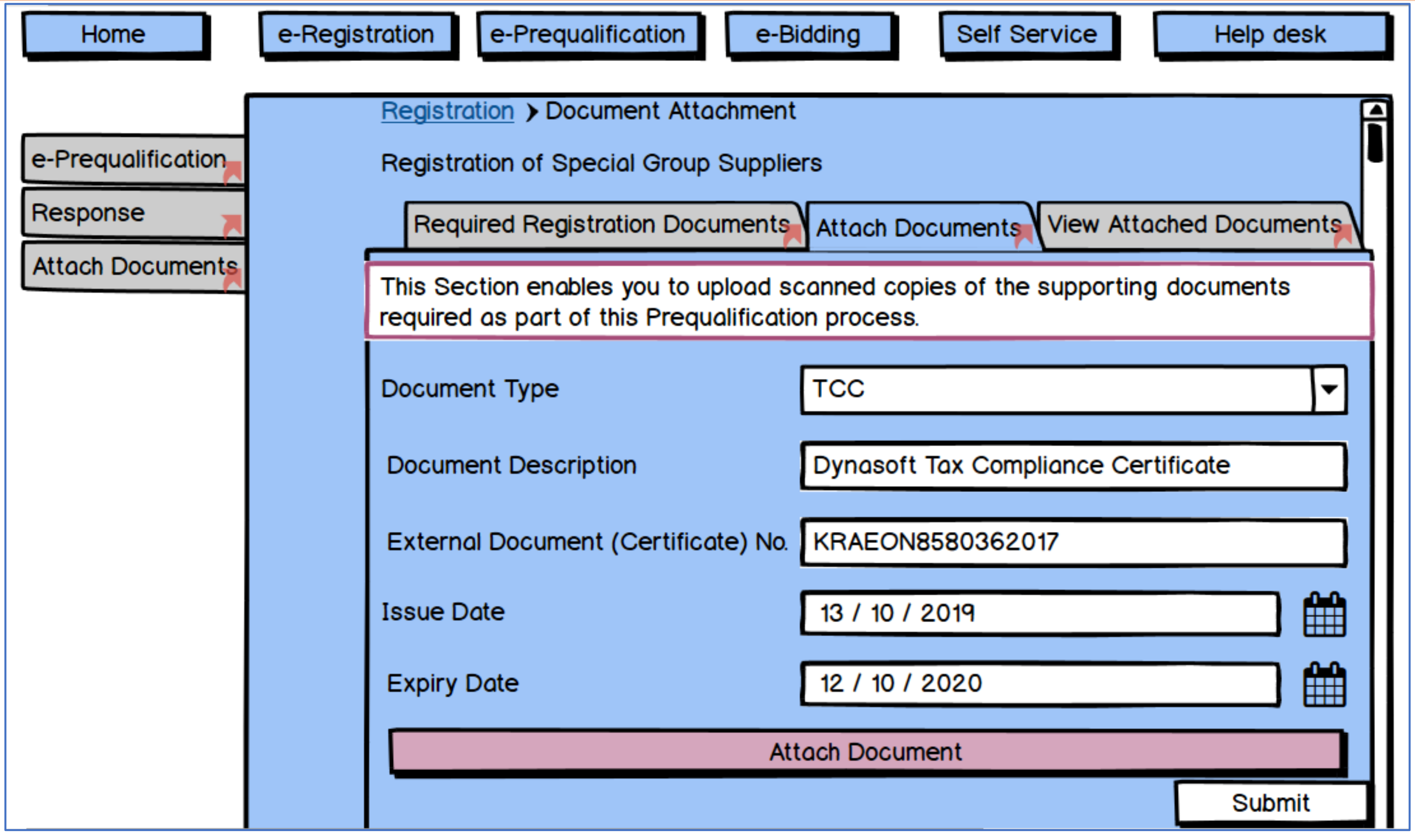


- The portal user can attach the relevant supporting documents that need to be submitted as part of the prequalification process. The document attachment process is summarized as follows:
  a) The user can view all the required supporting documents (Linked to RFI Required Document table)

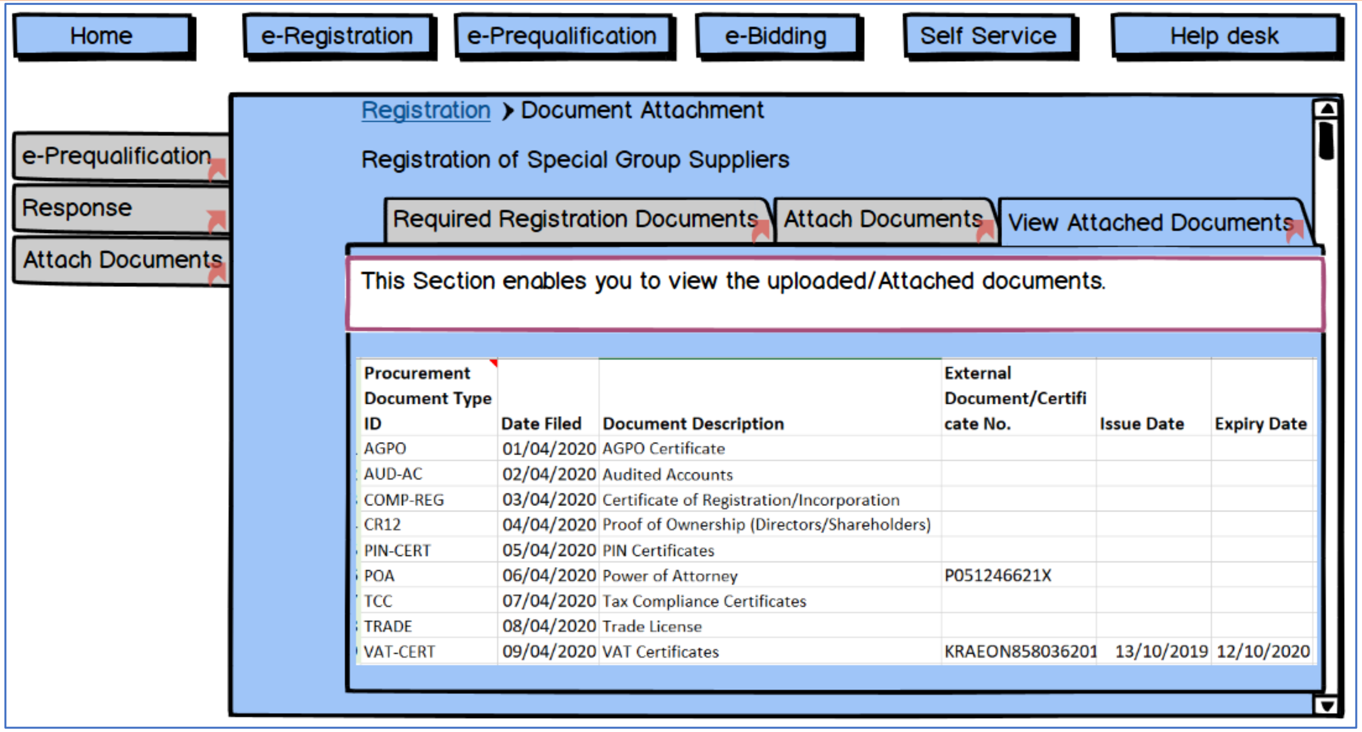
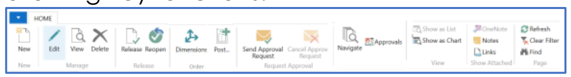


Procurement Document Type ID	Description	Requirement Type
AGPO	AGPO Certificate	Optional
AUD-AC	Audited Accounts	Mandatory
COMP-REG	Certificate of Registration/Incorporation	Mandatory
CR12	Proof of Ownership (Directors/Shareholders)	Mandatory
PIN-CERT	PIN Certificates	Mandatory
POA	Power of Attorney	Mandatory
TCC	Tax Compliance Certificates	Mandatory
TRADE	Trade License	Mandatory
VAT-CERT	VAT Certificates	Optional

  b) The user can submit scanned copies of the supporting documents (The details shall be stored in the RFI Response Filed Document Table).



c) The user can view the details of attached documents that have been linked to a given IFP Response (Linked to the RFI Response Filed Document Table).

			 	
PUR-REG-004 Vendor Debarment and Reinstatement	Ability to handle vendor debarment and reinstatement	Customization	**Business Process** • Vendor debarment is a process by which a vendor (supplier, contractor, or consultant) is prohibited from submitting a bid, having a bid considered, or entering into a procurement contract during a period of time specified in a debarment order/voucher. • Vendor debarment is a procedure to ensure that Government and Donor-funded business is conducted legally with responsible parties, maintaining the integrity of the public procurement process. • The authority to debar businesses or individuals is based on the principle that the procuring entity should not conduct business with any company or person that practices serious unethical or illegal conduct, or has breached a public trust by engaging in dishonest practices in government contracting.	**Vendor Debarment Voucher Card=>Home** The Vendor Debarment Voucher Card has the following key functions:  • *Release*-Used to automatically Release the debarment voucher if no workflow is linked to it. • *Reopen*-A function used to reopen a fully approved (released) debarment voucher.

- Vendor debarment can be based on information from 3 key sources:
  - Internal (Procuring entity)-A procuring entity (The buyer) can raise a debarment order against one of their existing vendors for specific reasons such as non-performance, un-ethical behaviour etc.
  - External (By Procurement Regulator)-The Public procurement regulator (Such as Public Procurement Regulation Authority, PPRA) may share a list of vendors who have debarment orders. Such a list can then be imported into the system by the procuring entity to ensure that blacklisted vendors are not allowed to bid, be evaluated or issued with contract awards for the debarment order period.
  - External (3rd Party)-A debarment order may be enforced by an external 3rd party such as a funding agency (Like World Bank). In this case, any projects that are funded by such agencies can not be handled by the vendors who have been blacklisted by the 3rd party agency. Therefore, the procurement office can upload the debarred vendor list (marked as External 3rd party) for quick reference.
- The updated list of all debarred/blacklisted suppliers (Some may be vendors who are already existing on our database hence will have a vendor number) shall appear on the e-Procurement portal Home Page.
- When the debarment order period expires, the system shall automatically update the expired debarment orders lists and the entry shall not be available on the e-Procurement portal.
- Other vendor reinstatement procedures can be initiated internally based on interventions such as won appeals (e.g. PPRA appeals, Court appeals or internally review of the debarment decision by a procuring entity). The Vendor Reinstatement Voucher is used to manage the reinstatement process.
- The vendor debarment/reinstatement vouchers can be posted to generate vendor debarment entries.

Debarment Reason Code Table

- This table is used to maintain the vendor debarment and reinstatement reason codes. Each debarment/reinstatement voucher line (Transaction) is linked to a given reason code. The system also allows you to quickly track the number of vendors who have been debarred/reinstated per reason code.

- *Dimensions*-This is used to assign header dimensions to the vendor debarment voucher.
- *Post*-This function is used to post vendor debarment vouchers. The following control design has been built into this Action:
  - Posting can only be done for Released/fully approved debarment vouchers (Approval status::Released)
  - All lines must have a debarment reason code assigned to them.
  - If the Source Type for the debarment voucher is Internal (Procuring Entity), the system should ensure that all voucher lines include Firms that have a linked Vendor No. (All debarments initiated by the procuring entity must reference the vendor record).
  - When the debarment voucher is posted, the vendor record shall be marked as debarred (Vendor.Debarred::TRUE and Vendor.Blocked::TRUE. The *Vendor Debarment* Action on the Vendor Card shall be used to view any posted vendor debarment entries associated with a given supplier.
  - The posting of the vendor debarment voucher shall create debarment entries in the Vendor debarment entry table, summarized as follows:

Field	**Mapping Rules**
Entry No	Auto-generated entry number

Code	Reason Category	Description	No. of Vendors	Blocked
CD-PPRA	Debarment	Cross Debarment (Public Procurement Regulatory Authority)	4	No
CD-WB	Debarment	Cross Debarment (World Bank)	1	No
CNP	Debarment	Contract Non-Performance	1	No
F&C	Debarment	Fraud and Corruption	2	No
EDP	Reinstatement	Expiry of Debarment Period	0	No
APPEAL-PPRA	Reinstatement	Vendor Reinstatement based on Won PPRA Appeal	1	No
APPEAL-COURT	Reinstatement	Vendor Reinstatement based on Won Court Appeal	0	No

Vendor Debarment Order Table

- This table is used to maintain a record of all debarment and reinstatement orders.

Document No	Document Type	Action By	Description	Document Date	External Document No	Approval Status	Posted	Created By	Created Date	Created Time
VDV000001	Debarment	Procurement Regulator	PPRA Vendor Debarment for FY2018/2019	01/09/2018	PPRA Debarment Notice No. 637	Open	No	KERRA\Ushindi	01/09/2018	01:12:21
VRV000001	Reinstatement	Procuring Entity	Vendor Reinstatement based on Court Appeal	01/09/2018	Appeal No: 637288	Open	No	KERRA\MosesKi	01/01/2020	11:02:00

- The key fields include:

Field	Description
Document Type	Used to identify the document type as either a Debarment or Reinstatement Order. Each of the different document types are used to separate the Vendor Debarment Voucher and Vendor Reinstatement Voucher Pages.
Document No	Auto-generated based on Vendor Debarment or Reinstatement No. Series under the E-Procurement Setup. It is used to uniquely identify each Vendor Debarment or Reinstatement Voucher.
Document Date	Date when the debarment/reinstatement voucher/document was created/raised on the system
Source Type	Vendor debarment orders can be categorized into 3 source types namely, Internal (Procuring Entity), Procurement Regulator and External (3rd party) sources
Description	A brief description of the debarment/reinstatement voucher
External Document No	External reference for the debarment/reinstatement voucher (Such as PPRA Reference, Memo etc)
Approval Status	Linked to approval workflows
Posted	Posting status of the voucher. A posted debarment/reinstatement voucher shall have related vendor debarment entries.
Created By	Timestamp details of voucher creator

Document Type	Vendor Debarment Line.Document Type
Source Voucher No.	Vendor Debarment Line.Document No.
Line No	Vendor Debarment Line.Line No.
Firm Name	Vendor Debarment Line.Firm Name
Reason Code	Vendor Debarment Line.Debarment Reason Code
Ineligibility Start Date	Vendor Debarment Line.Ineligibility Start Date
Ineligibility End Date	Vendor Debarment Line.Ineligibility End Date
Reinstatement Date	Vendor Debarment Line.Reinstatement Date
Vendor No.	Vendor Debarment Line.Vendor No.
Tax Registration (PIN) No.	Vendor Debarment Line.Tax Registration (PIN) No.
Blocked	It shall be set to FALSE

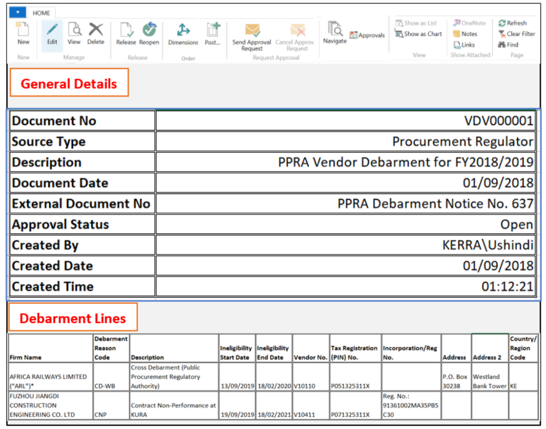
- *Send Approval Request*-This is used to initiate approval workflows.
- *Approvals*-Enables the user to view the approval workflow entries
- *Navigate*-Used to view the posted vendor debarment entries associated with the voucher.

Created Date	Voucher creation date (timestamp details)
Created Time	Voucher creation time (timestamp details)

Vendor Debarment Line Table

- This table is used to record the details of the firms being debarred or reinstated and linking each line to a debarment/reinstatement reason code.
- The key fields include:

Field	**Description**
Document No	Primark key field (linked to Vendor Debarment Order.Docuemnt No field)
Document Type	Primark key field (linked to Vendor Debarment Order.Docuemnt Type field)
Line No.	Primark key field (Auto-generated line number)
Firm Name	An open text field used to record the Name of the supplier, contractor or consultant being debarred or reinstated
Debarment Reason Code	Linked to the Debarment Reason Code table.
Description	A description of the debarment (Default description shall be based on the debarment reason selected)
Ineligibility Start Date	Effective date of the debarment order
Ineligibility End Date	End date when the debarment order expires
Reinstatement Date	Effective date of the vendor reinstatement
Vendor No.	A link to the internal vendor database. This is used in a case where debarment or reinstatement involves internal vendors (Especially for cases where the Source Type is Internal/Procuring Entity)
Tax Registration (PIN) No.	Tax registration details for the Firm being debarred or reinstated. This field shall be automatically populated for internal/existing vendors. For Firms/suppliers from external sources, this field can be entered as additional information (It is not mandatory)



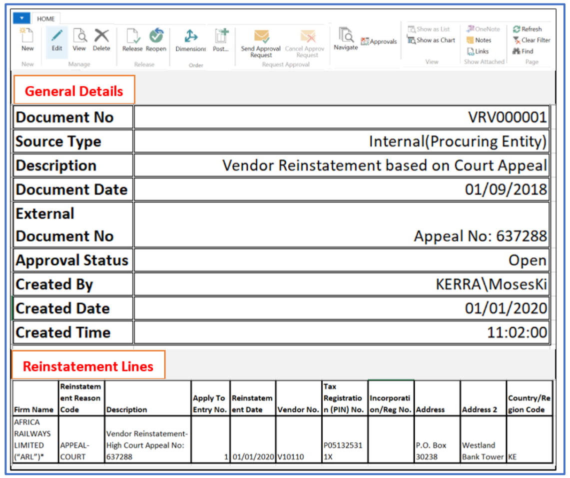
General Details

Document No	VDV000001
Source Type	Procurement Regulator
Description	PPRA Vendor Debarment for FY2018/2019
Document Date	01/09/2018
External Document No	PPRA Debarment Notice No. 637
Approval Status	Open
Created By	KERRA\Ushindi
Created Date	01/09/2018
Created Time	01:12:21

Debarment Lines

Firm Name	Debarment Reason Code	Description	Ineligibility Start Date	Ineligibility End Date	Vendor No.	Tax Registration (PIN) No.	Incorporation/Reg No.	Address	Address 2	Country/Region Code
AFRICA RAILWAYS LIMITED ("ARL")*	CD-WB	Cross Debarment (Public Procurement Regulatory Authority)	13/09/2019	18/02/2020	V10110	P051325311X		P.O. Box 30238	Westland Bank Tower	KE
FUZHOU JIANGDI CONSTRUCTION ENGINEERING CO. LTD	CNP	Contract Non-Performance at KURA	19/09/2019	18/02/2021	V10411	P071325311X	Reg. No.: 91361002MA35PB5C30			

Vendor Reinstatement Voucher Card=>Home



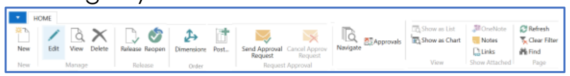
General Details

Document No	VRV000001
Source Type	Internal(Procuring Entity)
Description	Vendor Reinstatement based on Court Appeal
Document Date	01/09/2018
External Document No	Appeal No: 637288
Approval Status	Open
Created By	KERRA\MosesKi
Created Date	01/01/2020
Created Time	11:02:00

Reinstatement Lines

Firm Name	Reinstatement Reason Code	Description	Apply To Entry No.	Reinstatement Date	Vendor No.	Tax Registration (PIN) No.	Incorporation/Reg No.	Address	Address 2	Country/Region Code
AFRICA RAILWAYS LIMITED ("ARL")*	APPEAL-COURT	Vendor Reinstatement-High Court Appeal No: 637288	1	01/01/2020	V10110	P051325311X		P.O. Box 30238	Westland Bank Tower	KE

The Vendor Reinstatement Voucher Card has the following key functions:



Certificate of Incorporation No.	Certificate of Incorporation details for the Firm being debarred or reinstated. This field shall be automatically populated for internal/existing vendors. For Firms/suppliers from external sources, this field can be entered as additional information (It is not mandatory)
Address	Postal address details for the Firm being debarred or reinstated. This field shall be automatically populated for internal/existing vendors. For Firms/suppliers from external sources, this field can be entered as additional information (It is not mandatory)
Address 2	Location address details for the Firm being debarred or reinstated. This field shall be automatically populated for internal/existing vendors. For Firms/suppliers from external sources, this field can be entered as additional information (It is not mandatory)
Country/Region Code	Country code details for the Firm being debarred or reinstated. This field shall be automatically populated for internal/existing vendors. For Firms/suppliers from external sources, this field can be entered as additional information (It is not mandatory)

Vendor Debarment Entry Table

- This table is used to record debarment and reinstatement entries when a debarment/reinstatement voucher is posted.

Entry No	Document Type	Source Voucher No.	Line No	Firm Name	Reason Code	Ineligibility Start Date	Ineligibility End Date	Reinstatement Date	Vendor No.	Tax Registration (PIN) No.	Blocked
1	Debarment	VDV000001	10000	AFRICA RAILWAYS LIMITED ("ARL")*	CD-WB	13/09/2019	18/02/2020		V10110	P051325311X	YES
2	Debarment	VDV000001	20000	FUZHOU JIANGDI CONSTRUCTION ENGINEERING CO. LTD	CNP	19/09/2019	18/02/2021		V10411	P071325311X	No
3	Reinstatement	VRV000001	30000	AFRICA RAILWAYS LIMITED ("ARL")*	APPEAL-COURT			01/01/2020	V10110	P051325311X	No

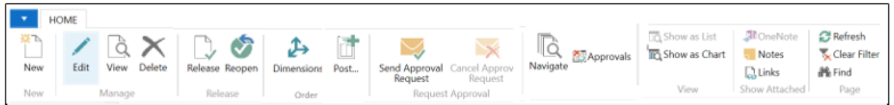
Vendor Debarment Voucher Card

- It is linked to the Vendor Debarment Order table (Document Type::Debarment)

- *Release*-Used to automatically Release the reinstatement voucher if no workflow is linked to it.
- *Reopen*-A function used to reopen a fully approved (released) reinstatement voucher.
- *Dimensions*-This is used to assign header dimensions to the vendor reinstatement voucher.
- *Post*-This function is used to post vendor reinstatement vouchers. The following control design has been built into this Action:
  - Posting can only be done for Released/fully approved reinstatement vouchers (Approval status::Released)
  - All lines must have a reinstatement reason code assigned to them.
  - All reinstatement lines should be linked to the original debarment entry for a particular vendor that shall be reversed (Blocked::TRUE) and a new reinstatement entry created when the vendor reinstatement voucher is posted.

Firm Name	Reinstatement Reason Code	Description	Apply To Entry No.	Reinstatement Date	Vendor No.	Tax Registration (PIN) No.	Incorporation/Reg No.	Address	Address 2	Country/Region Code
AFRICA RAILWAYS LIMITED ("ARL")*	APPEAL-COURT	Vendor Reinstatement-High Court Appeal No: 637288	1	01/01/2020	V10110	P051325311X		P.O. Box 30238	Westland Bank Tower	KE

  - If the Source Type for the debarment voucher is Internal (Procuring Entity), the system should ensure that all voucher lines include Firms that have a linked Vendor No. (All reinstatements initiated by the procuring entity must reference the vendor record).



General Details

Document No	VDV000001
Source Type	Procurement Regulator
Description	PPRA Vendor Debarment for FY2018/2019
Document Date	01/09/2018
External Document No	PPRA Debarment Notice No. 637
Approval Status	Open
Created By	KERRA\Ushindi
Created Date	01/09/2018
Created Time	01:12:21

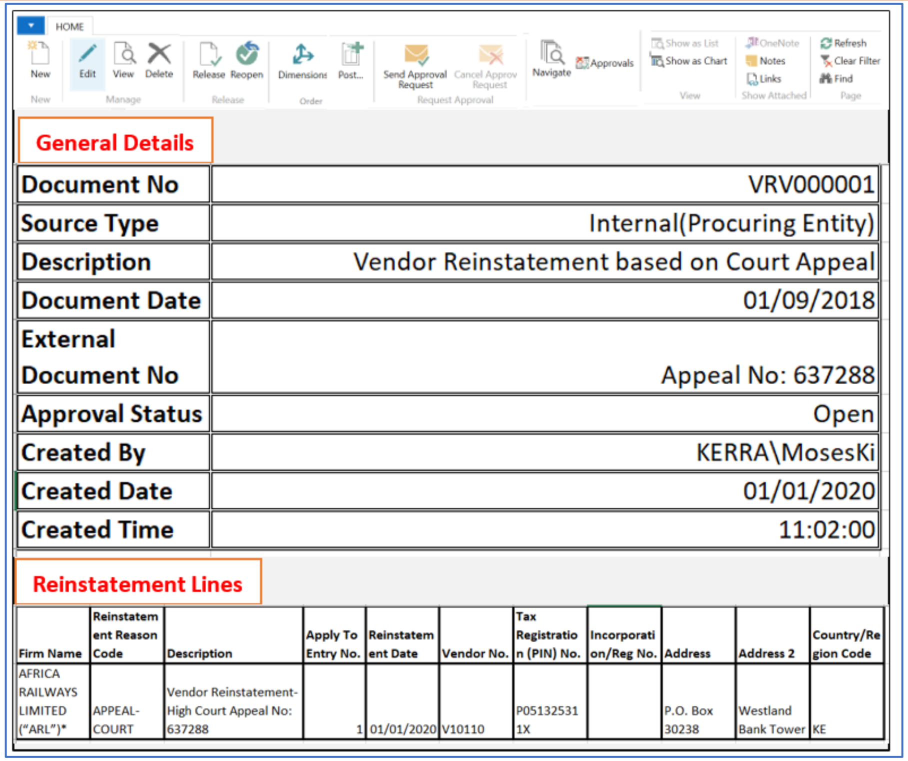
Debarment Lines

Firm Name	Debarment Reason Code	Description	Ineligibility Start Date	Ineligibility End Date	Vendor No.	Tax Registration (PIN) No.	Incorporation/Reg No.	Address	Address 2	Country/ Region Code
AFRICA RAILWAYS LIMITED ("ARL")*	CD-WB	Cross Debarment (Public Procurement Regulatory Authority)	13/09/2019	18/02/2020	V10110	P051325311X		P.O. Box 30238	Westland Bank Tower	KE
FUZHOU JIANGDI CONSTRUCTION ENGINEERING CO. LTD	CNP	Contract Non-Performance at KURA	19/09/2019	18/02/2021	V10411	P071325311X	Reg. No.: 91361002MA35PB5C30			

Vendor Reinstatement Voucher Card

- It is linked to the Vendor Debarment Order table (Document Type::Reinstatement).
- Every vendor reinstatement has to be linked to the original debarment entry (For blocking of the debarment entry).

  - When the reinstatement voucher is posted, the vendor record shall be marked as reinstated by updating the relevant fields, namely, (Vendor.Debarred::FALSE and Vendor.Blocked::FALSE). The *Vendor Debarment* Action on the Vendor Card shall be used to view any posted vendor debarment/reinstatement entries associated with a given supplier.
  - Every vendor reinstatement has to be linked to the original debarment entry that should be cancelled when the reinstatement voucher is posted. Therefore, when the reinstatement voucher is posted, the system shall:
    - Create a new entry of type reinstatement (With the reinstatement reason code, reinstatement date and reversing entry number that is linked to the entry number of the original debarment voucher line). This entry shall have the Blocked::FALSE setting.
    - The system shall cancel the originating debarment entry by setting the Blocked field to Blocked::TRUE and associating it with the reversing entry number (Linked to entry number



General Details

Document No	VRV000001
Source Type	Internal(Procuring Entity)
Description	Vendor Reinstatement based on Court Appeal
Document Date	01/09/2018
External Document No	Appeal No: 637288
Approval Status	Open
Created By	KERRA\MosesKi
Created Date	01/01/2020
Created Time	11:02:00

Reinstatement Lines

Firm Name	Reinstatement Reason Code	Description	Apply To Entry No.	Reinstatement Date	Vendor No.	Tax Registration (PIN) No.	Incorporation/Reg No.	Address	Address 2	Country/Region Code
AFRICA RAILWAYS LIMITED ("ARL")*	APPEAL-COURT	Vendor Reinstatement-High Court Appeal No: 637288	1	01/01/2020	V10110	P05132531 1X		P.O. Box 30238	Westland Bank Tower	KE

of the newly created reinstatement entry)

- The posting of the vendor Reinstatement voucher shall create reinstatement entries in the Vendor debarment entry table, summarized as follows:

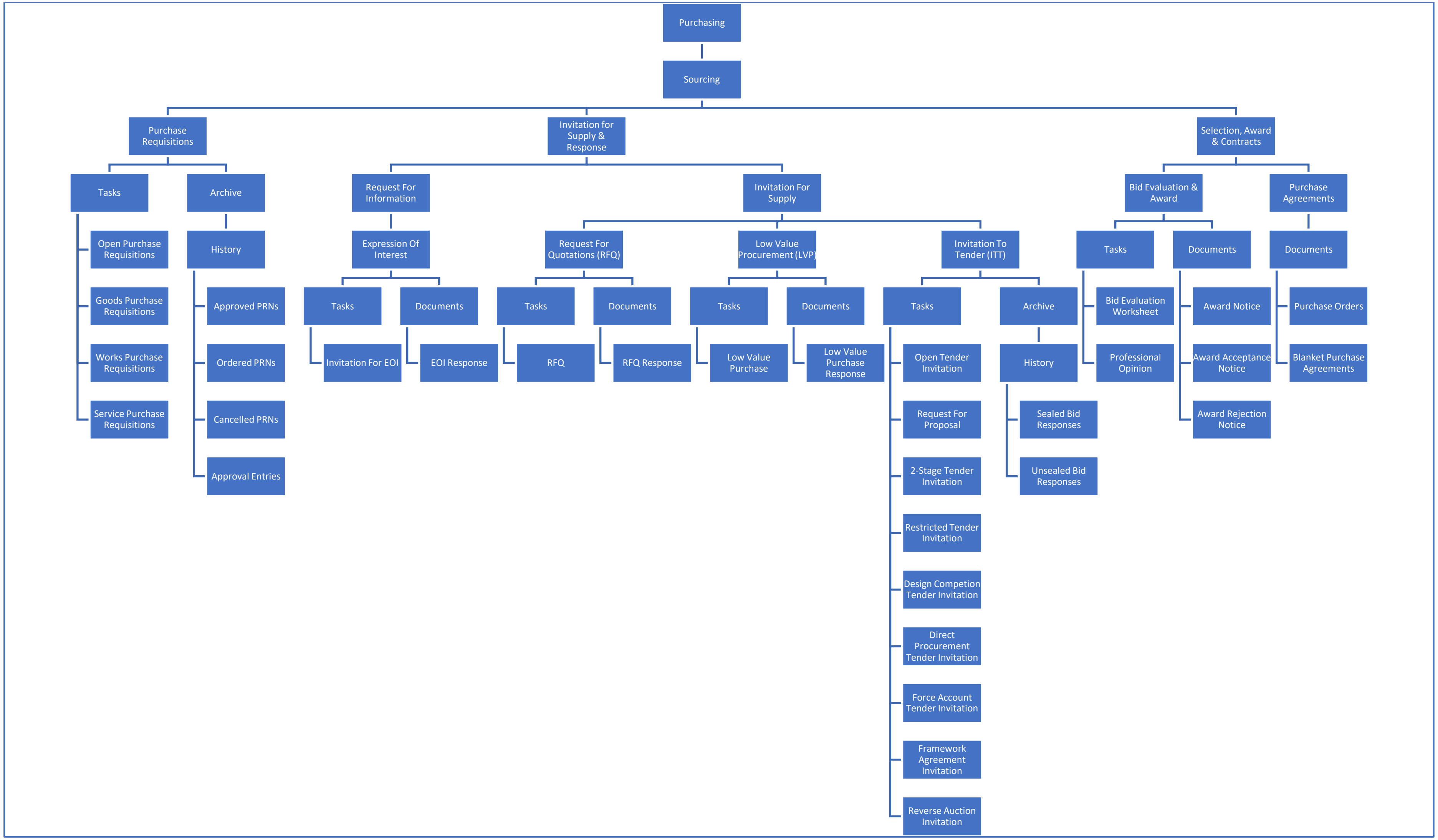
Field	Mapping Rules
Entry No	Auto-generated entry number
Document Type	Vendor Debarment Line.Document Type
Source Voucher No.	Vendor Debarment Line.Document No.
Line No	Vendor Debarment Line.Line No.
Firm Name	Vendor Debarment Line.Firm Name
Reason Code	Vendor Debarment Line.Debarment Reason Code
Reinstatement Date	Vendor Debarment Line.Reinstatement Date
Vendor No.	Vendor Debarment Line.Vendor No.
Tax Registration (PIN) No.	Vendor Debarment Line.Tax Registration (PIN) No.
Blocked	It shall be set to FALSE for the new/created reinstatement entry. The originating debarment entry shall be blocked on posting.

- *Send Approval Request*-This is used to initiate approval workflows.
- *Approvals*-Enables the user to view the approval workflow entries

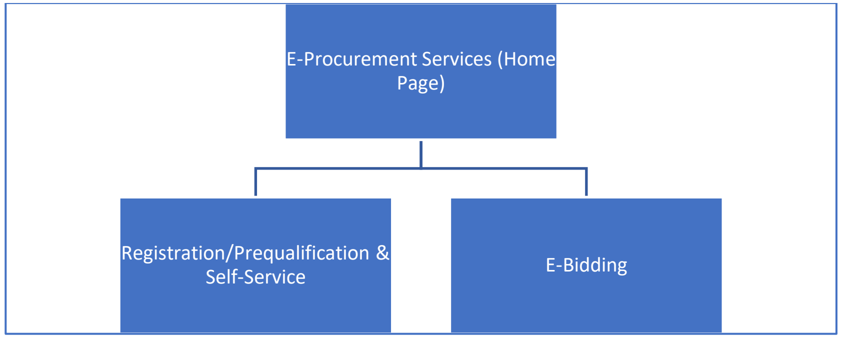
				• *Navigate*-Used to view the posted vendor reinstatement entries associated with the voucher.

1.2.3. Detailed design for the Sourcing Functionality

1.2.3.1. Navigation design for the Sourcing functionality



1.2.3.2. Detailed relational and control design for the Sourcing functionality



KEY SECTIONS OF THE E-PROCUREMENT PORTAL

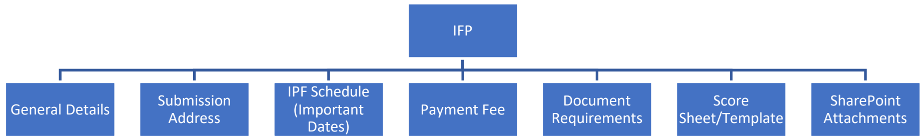
Component	Description	High-level Control Design

E-Procurement Services Home Page	• This shall be the overall landing page of the E-Proc solution
	• The Home Page shall link to the following critical sub-sites:
	  ○ E-Prequalification
	  ○ E-Bidding
	  ○ E-Disposal
	  ○ Vendor Self-Service
		• Home page should include general information such as:
		  ○ Company logo (Use simplified theme)
		  ○ General information/content
		  ○ Company details-Contacts
		  ○ Knowledge center-Key downloads such as Procurement Policy, PPDA
		  ○ Link to the website (Home page)
		  ○ Business opportunities-Provide a list of all published tenders/Open opportunities (Open to the general public) with the ability to search for any bid from the list and download bid documents
		  ○ Website statistics
		  ○ Notices and news feeds for public awareness
		  ○ Helpdesk and FAQ
		  ○ Links to other E-proc portals namely:
		    ▪ E-Prequalification
		    ▪ E-bidding
		    ▪ E-Disposal
		    ▪ Vendor Self Service

Vendor Self-Service	• This shall be used strictly by existing vendors to handle select self-service functions
	• It shall be used as the vendor relationship management component of the portal
		• The portal shall support the following:
		  ○ Ability for the user (Linked to a vendor account) to log in and view their account details. NB: For existing accounts (Especially corporate vendors), a complementing off-system process should be initiated to guarantee security of the vendor details. Proposed initiatives include:
		    ▪ Setup of portal user accounts should be controlled and done by back-office operations (e.g. ICT). Any changes to the account should be formally authorized by the Organization. Authorized multiple portal user accounts can be created for the same Vendor account.
		    ▪ 2-factor authentication mechanisms to be adopted. Example: Use of OTP (One-time Password) shared either on email or SMS.
		Below is a sample Login Page for the VSS:
		

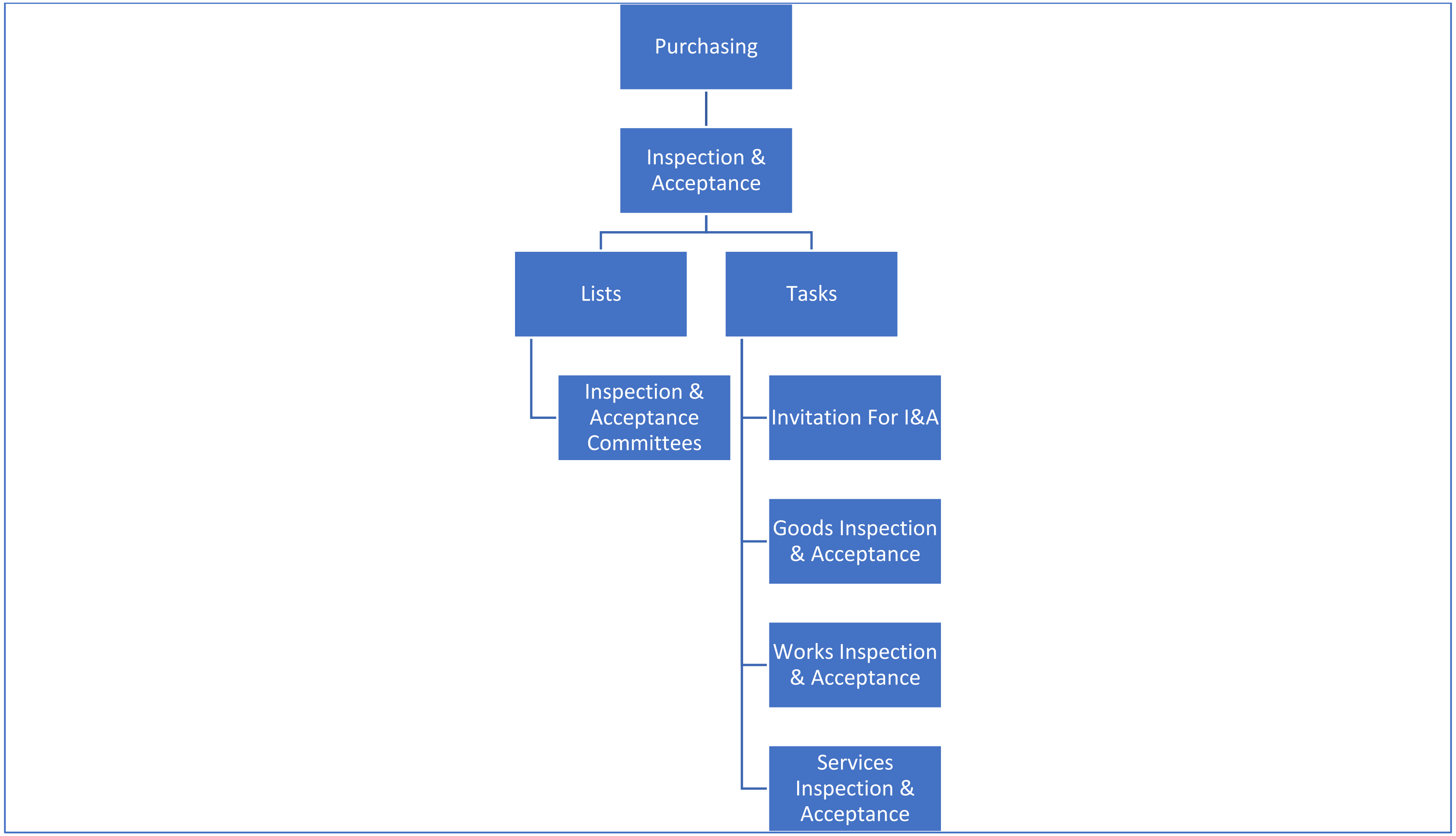
		○ Ability to handle account endorsements (Change of certain details that are maintained on a staging table and have to be approved by the back-office operations before taking effect on the master account/record) ○ Generate vendor statement (For a given period) ○ View Open Tender opportunities ○ View Open Prequalification opportunities ○ Access to help-desk ○ Access to pdf user manual
E-Prequalification	• E-prequalification portal supports the specification phase; it can be used to pre-qualify suppliers and also identifies suppliers that can be used in the selection phase.	• Home page should include general information such as: ○ Company logo (Use simplified theme) ○ General information/content ○ Company details-Contacts ○ Knowledge center-Key downloads such as Procurement Policy, PPDA ○ Link to the website ○ Business opportunities-Provide a list of all published tenders/Open opportunities (Open to the general public) with the ability to search for any bid from the list ○ Website statistics ○ Notices and news feeds for public awareness ○ Helpdesk and FAQ NB: Any user (who has or does not have an account on the portal) should be able to view the above general information. ○ Sign-up-To support registration of new/potential suppliers. ▪ The system should support registration of either Individual or Business (Corporate/Company) suppliers. They should be uniquely identified accordingly (e.g. PIN No & ID/Passport for Individuals and Company Registration No & Company PIN for Corporates) ▪ Existing suppliers should not be able to sign up (System should cross-check the portal users table and verify duplicate ID/PIN Nos) ○ Login-To support authorized access to the portal (User must have valid credentials. The portal should authenticate the user using 2-factor approach). ▪ Login by Potential Supplier All potential suppliers should be able to perform the following use cases on the portal: • Access to Helpdesk • Access to My General Details (Linked to Contacts Details)-Ability to view account details and amend accordingly (e.g. reset passwords, update email addresses etc.). • View Prequalification Opportunities-Published prequalification opportunities should be available on this page to enable any potential supplier to apply for the same.

		• View Open tender opportunities-Published open tender opportunities should be available on this page to enable any potential supplier to apply for the same. • Subscription to alerts-Any registered user should be able to receive any general alerts (Published by the Procuring entity) • Vendor prequalification o Prequalification list o Document submission o Prequalified vendor selection o Full vendor onboarding (Self-service) 
E-Bidding	• E-bidding supports the selection stage and acts as a communication platform between the procuring entity and suppliers (Prequalified or new suppliers). It covers the complete bid process from REOI, RFQ, RFP to contracting (purchase agreements).	• List of published bid opportunities • Bid summary-Bid No, Description, Summary/Notice, Bid schedule, Tender document, supporting documents • Bid query and Bid addendum • Bid submission-Online document briefcase • Bid signing and encryption • Bid opening details • Evaluation results (E-Notification) • Purchase agreement (E-notification of PO or Vendor Contract)

Code	Document Type	Description	Tender Summary	Primary Target Vendor Clustre	Document Date	External Document No	Period Start Date	Period End Date	Status	Name	Name 2	Address	Address 2	Post Code	City	Country	Phone No.	Email Contact
IFP000001	Invitation For Prequalification	PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES (FINANCIAL YEAR 2019 – 2021)	The Authority hereby invites eligible contractors, suppliers and consultants of goods, works and services to apply for registration for the period starting July, 2019 and ending June, 2021. Registration documents for various categories of goods, works and services can be downloaded and printed free of charge from the KeRRA website: www.kerra.go.ke and / or IFMIS portal www. Supplier.treasury.go.ke. A schedule of all our Regional Offices and their Locations are available on our website and KeRRA Head office located at Barabara Plaza (Near KAA Offices), Nairobi-Kenya.	Suppliers	01/06/2019	TENDER NO. KeRRA/011/34/Vol 1(1)	01/07/2019	30/06/2021	Open	KENYA RURAL ROADS AUTHORITY	KERRA	P.o. Box 48151	Barabara Plaza, Block B (Airport South Road, Opp. KCAA)	00100	NAIROBI-KENYA	KE	+254(20) 7807600-4	kerra@kerra.go.k kerra@kerra.go.k
IFP000002	Invitation For Prequalification	REGISTRATION OF CONTRACTORS FOR ROAD MAINTENANCE FOR THE PERIOD STARTING JULY, 2019 ENDING JUNE 2021 (FINANCIAL YEAR 2019 – 2021)	The Kenya Rural Roads Authority (KeRRA) is a State Corporation established under the Kenya Roads Act, 2007, with the responsibility for management, development, rehabilitation and maintenance of rural roads. The Authority hereinafter referred as "Procuring Entity" intends to conduct registration of contractors for the period starting July,2019 and ending 30th June, 2021. The Authority hereby invites eligible Construction Companies to apply for the Registration of contractors for maintenance of the national roads network for the period starting July,2019 and ending 30th June, 2021. A complete set of registration documents may be downloaded by interested Candidates from our website www.kerra.go.ke or and/ or IFMIS Suppliers Portal:	Contractors	01/06/2019	TENDER NO. KeRRA/011/34/Vol 1(1)	01/07/2019	30/06/2021	Open	KENYA RURAL ROADS AUTHORITY	KERRA	P.o. Box 48151	Barabara Plaza, Block B (Airport South Road, Opp. KCAA)	00100	NAIROBI-KENYA	KE	+254(20) 7807600-5	kerra@kerra.go.k kerra@kerra.go.k
EOI000001	EOI Invitation	REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES:- BASELINE DATA COLLECTION, ASSISTANCE IN RESETLEMENT AND MONITORING OF ENVIRONMENTAL AND SOCIAL ISSUES FOR KENOL-SAGANA-mARUA ROAD (A2) HIGHWAY IMPROVEMENT PROJECT	This request for expression of interest follows the General Procurement Notice for this project that appeared in United Nations Development Business AfDB1367-10/19 and African Development Bank (AfDB) internet website on 8th October, 2019. The Government of the Republic of Kenya has applied for financing from the African Development Bank (AfDB) to finance the Kenol - Sagana - Marua Highway Improvement Project and intends to apply part of the proceeds for this loan to make eligible payments under the contract for the Consultancy Services for Baseline Data Collection, Assistance in Resettlement and Monitoring of Environmental and Social Issues. KeRRA, herein referred to as the Client, being an authorized agent of the Government of the Republic of Kenya, now invites eligible Consulting firms to indicate their interest in providing the above services.	Consultants														

1.2.4. Detailed design for the Inspection and Acceptance Functionality

1.2.4.1. Navigation design for the Inspection & Acceptance functionality



1.2.4.2. Detailed relational and control design for the Inspection & Acceptance functionality

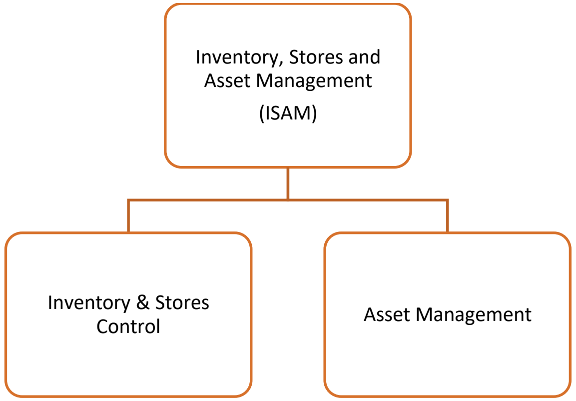
SECTION B: DESIGN FOR THE INVENTORY, STORES & ASSET MANAGEMENT SUBMODULE

1. Overview of the Inventory, Stores and Asset Management Sub-module

The ISAM sub-module handles the inbound, internal and outbound store operations of the organization as well as the acquisition, recording and disposal of assets. The ISAM sub-module has been designed to support the following key business objectives:

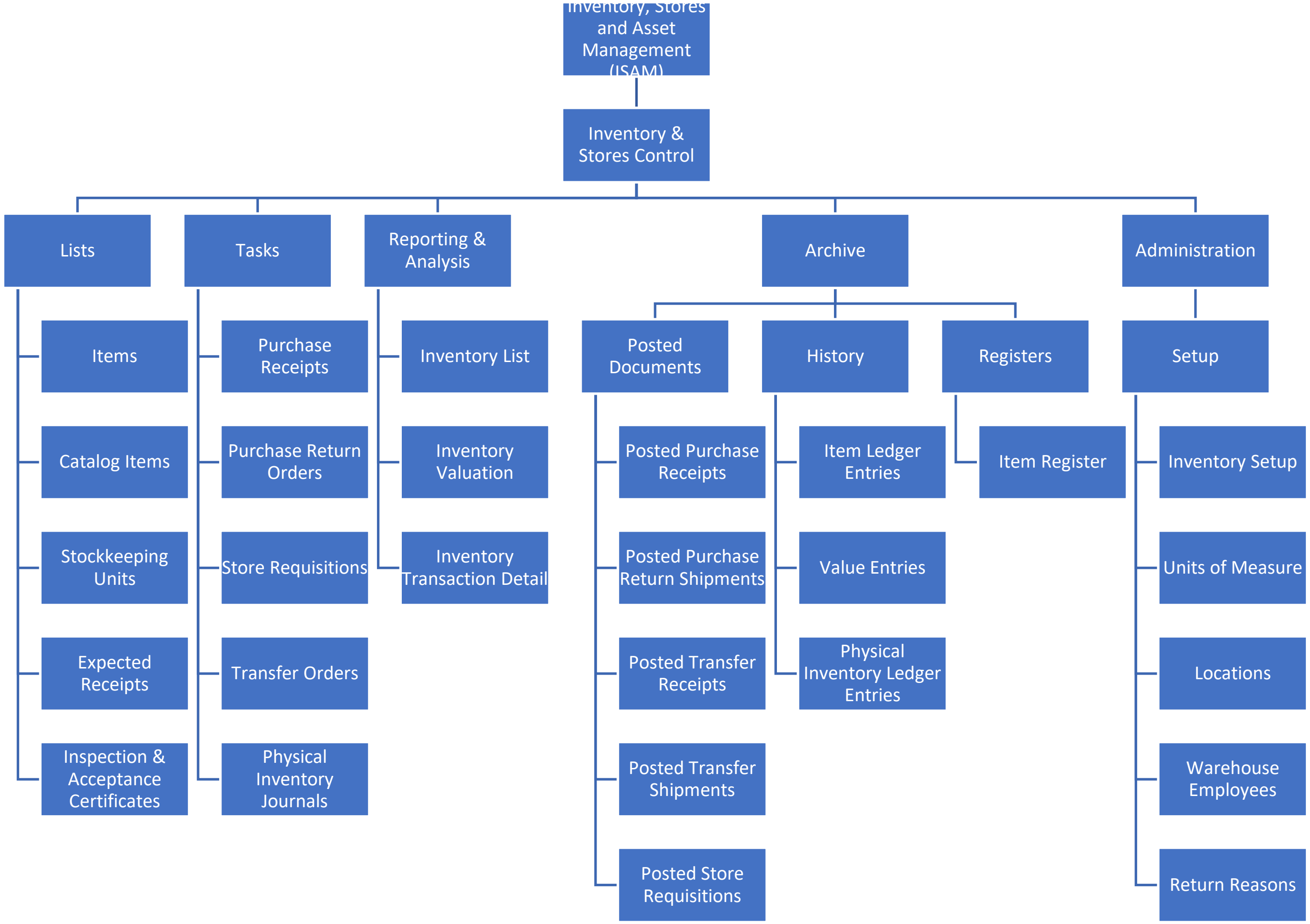
a) Ensure that all Receipts for goods, works and services are linked to an Inspection and Acceptance certificate to confirm that the quality and quantity certification/verification has been done.
b) Define SKUs such that Items are linked up to specific Locations (aligned to Responsibility Centers).
c) Stock reorder levels to be maintained on the system to ensure that optimal stocks that support operations are maintained to avoid un-profitable fund lock-up.
d) Periodic stock takes (e.g. on a quarterly and annual basis) to be done to verify physical stock quantities against system quantities and ensure compliance with the inventory control regulations (To check against deterioration and overstocking).
e) Store requisitions to be used to handle the request, approval and issuance of inventory items from the Store.
f) To maintain a fixed asset register for all acquired assets that have been inspected and accepted. Each fixed asset shall have its useful lifespan defined as per policy guidelines before consideration of disposal can be done.

The ISAM sub-module has been designed and structured into the following high-level functional areas on the ERP:

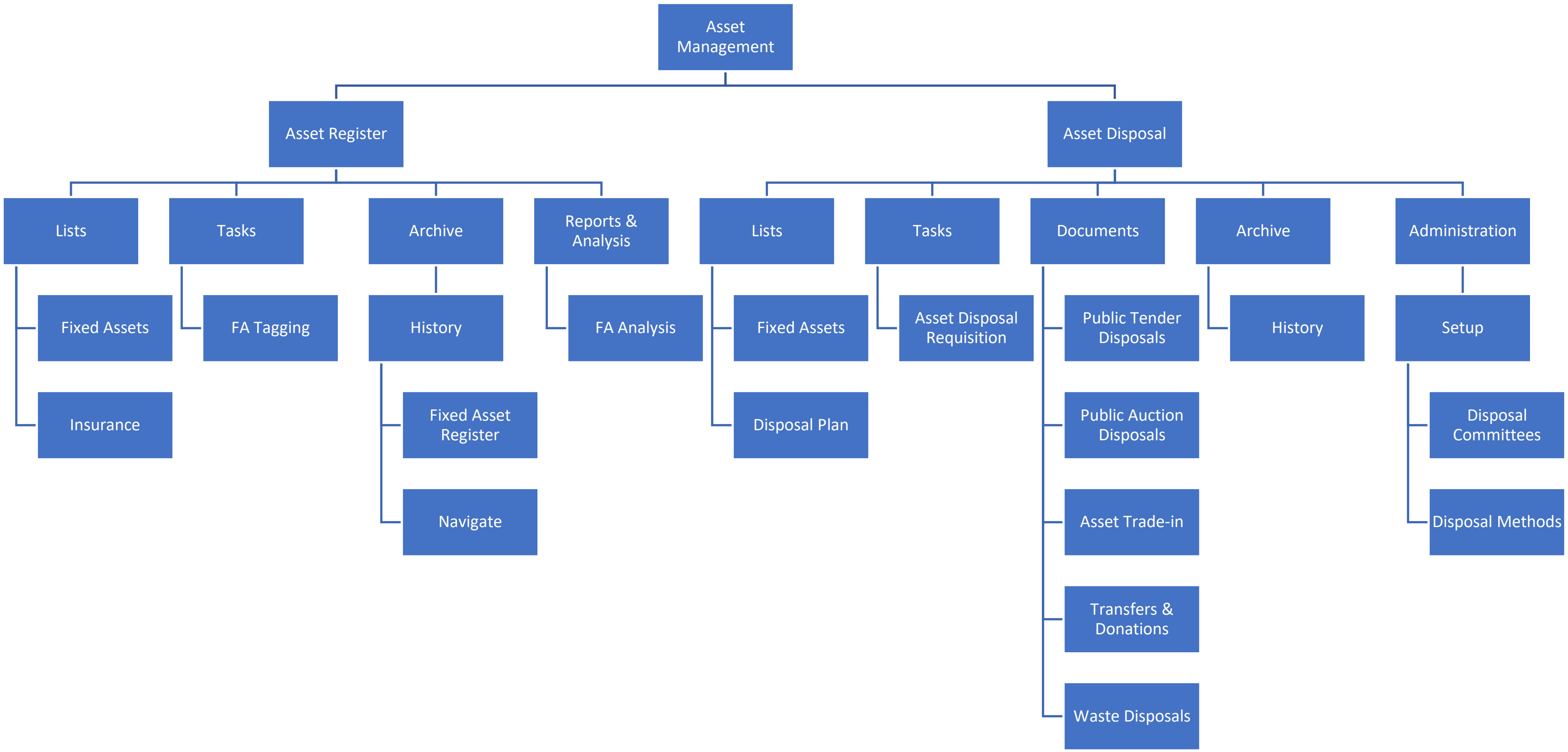


The section below summarizes the navigation design for the ISAM submodule of the P&SM:

Navigation design for the Inventory & Stores Control Functionality



Navigation design for the Asset Management Functionality



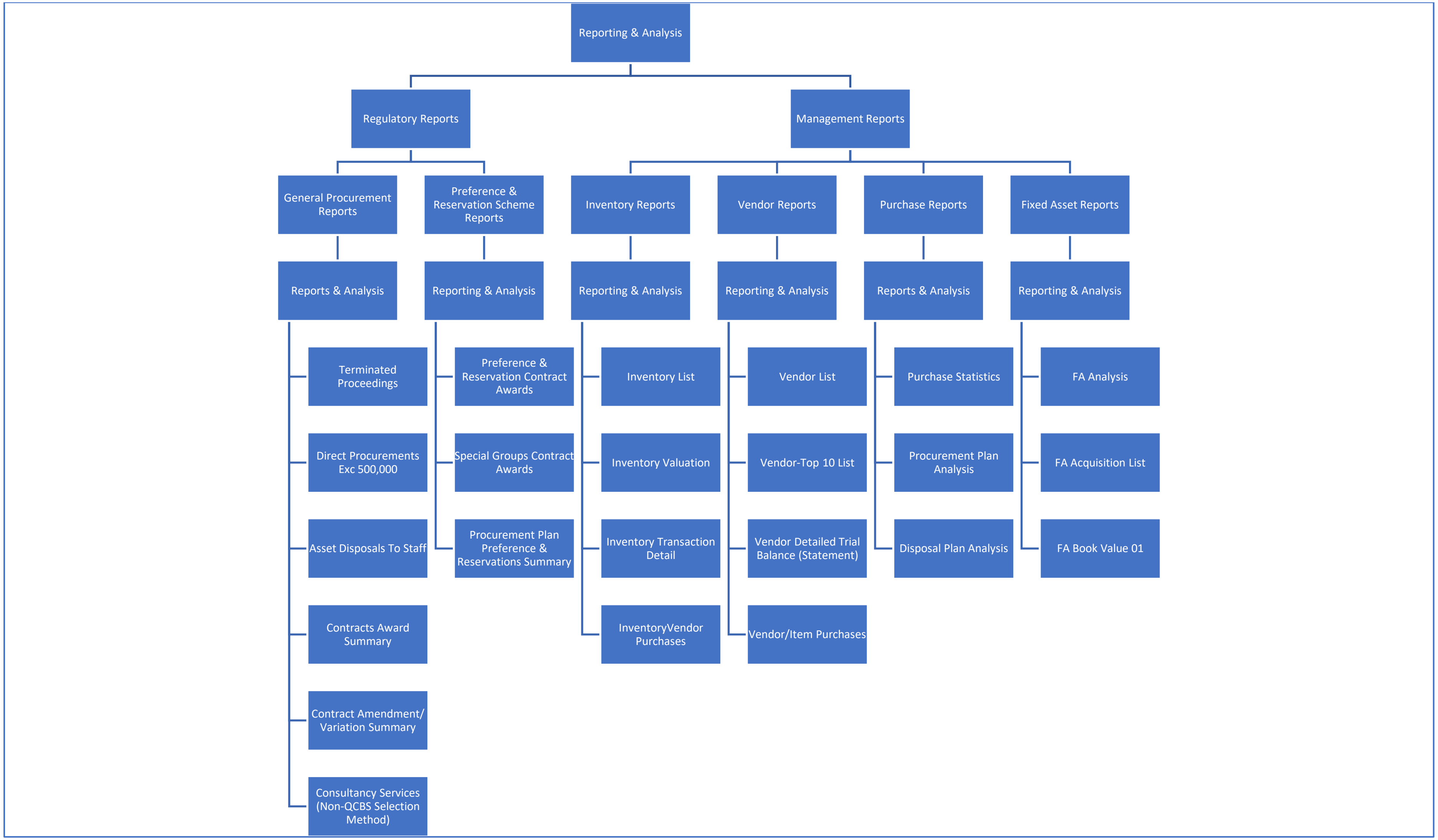
SECTION C: DESIGN FOR THE P&SM REPORTING AND ANALYSIS SUBMODULE

1. Overview of the Reporting and Analysis Sub-module

The reporting and analysis sub-module is used to generate both regulatory (Template-based Public Procurement Regulatory Authority -PPRA-Reports) and management reports across the Procurement and Sourcing module (P&SM).

a) Regulatory Reports-These are template-based reports that must be generated by the Procuring entity, on a periodic basis, and submitted to the regulator, in this case, the Public Procurement Regulatory Authority (PPRA).
b) Management Reports-These are reports that are generated periodically for internal use. They focus on the analysis of inventory, vendors, purchase and fixed asset areas.

Navigation design for the P&SM Reporting and Analysis Functionality


Reporting & Analysis
Regulatory Reports
Management Reports
General Procurement Reports
Preference & Reservation Scheme Reports
Inventory Reports
Vendor Reports
Purchase Reports
Fixed Asset Reports
Reports & Analysis
Reporting & Analysis
Reporting & Analysis
Reporting & Analysis
Reports & Analysis
Reporting & Analysis
Terminated Proceedings
Direct Procurements Exc 500,000
Asset Disposals To Staff
Contracts Award Summary
Contract Amendment/ Variation Summary
Consultancy Services (Non-QCBS Selection Method)
Preference & Reservation Contract Awards
Special Groups Contract Awards
Procurement Plan Preference & Reservations Summary
Inventory List
Inventory Valuation
Inventory Transaction Detail
InventoryVendor Purchases
Vendor List
Vendor-Top 10 List
Vendor Detailed Trial Balance (Statement)
Vendor/Item Purchases
Purchase Statistics
Procurement Plan Analysis
Disposal Plan Analysis
FA Analysis
FA Acquisition List
FA Book Value 01

Sample report design for the P&SM Reporting and Analysis Functionality

1. Terminations of Procurement and Disposal Proceedings: Section 63(2)

Quarter:
FY:

PE Name:	
Tender No.	
Description of tender	
Nature (Goods, Works, Services)	
Stage of Tender Processing at the time of termination	
Date of Termination	
Reasons for Termination as prescribed under section 63 (1) (a) to (i) of the Act	

This report should be submitted to the Authority within **14 days** of termination accompanied by the following mandatory documents:

1. An extract of the approved procurement plan demonstrating that the subject procurement was planned for
2. Signed Recommendations for termination by the Head of the Procurement Function
3. Approval by the Accounting Officer for termination
4. Official termination/cancellation notification to bidders

Prepared By: Name...Designation....................................Signature.............................

Date of Report: ....

2. Direct Procurements Above Ksh 500,000

The report should be submitted to the Authority within **14** days of notification of award. The report must provide proof that the conditions for the use of the direct procurement procedure were met as stipulated in the Act and Regulations including necessary approvals. In addition, the report should be accompanied by:

(a) A copy of the approval by the Accounting Officer for use of the direct procurement method
(b) A copy of the professional opinion
(c) Approval of Award by the Accounting Officer
(d) Negotiation report, if any.

Name of PE:
Quarter:
FY:

S/No	Tender No.	Tender Description	Tender opening date	Evaluation Completion Date	Tender Award Date	Date of notification of award	Business Name of contractor/ supplier	Contract price/value	Date of contract signature	Contract NO.	Contract description	Date of commencement	Contract Completion date/ expiry
0	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
…													

Prepared By: Name……………………………………………………Designation…………………………………Signature……………………

Date of Report:…………………………………………………………………

3. Report: Disposal to Employees (Reg. 93(2))

Name of the PE:
Reporting Quarter:
FY:

S/No.	Date of Disposal	Item name & Description	Purchase price	Year of Purchase	Name of Employee (i.e. to whom disposed)	Disposal price	Reason/Justification

Prepared By: Name...Designation...Signature.................................

Date of Report:..

a) This should be reported to the Authority within **14** days of the disposal
b) The report must clearly demonstrate that the conditions for disposal to employees have been met. This should include the recommendation of the disposal committee and the Accounting officer's approval.
c) The report should include details of the item being disposed, year of purchase and the reason why it was recommended for disposal (whether unserviceable, surplus or obsolete).

4. All Contract Awards (Sec. 138 (2))

This is a mandatory report pursuant to section 138 (2). In situations where no contracts have been awarded within the reporting quarter, Procuring Entities are still reminded that **Nil** report must be made to the Authority indicating that fact. ***This report is due within 14 days after close of the quarter (i.e. by 14th day of the subsequent Quarter).***

Name of PE:

Reporting Quarter:
FY:

S/ No	Tender No.	Tender Description	Procurement Method	Tender opening date	Evaluation Completion Date	Tender Award Date	Date of notification of award	Date of contract signature	Contract No.	Contract description	Business Name of contractor/supplier	Date of commencement/ signing	Contract Completion date/expiry	Contract price/ value
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1														
2														
.														

Prepared By: Name..Designation...Signature............................

Date of Report: ....

5. Quarterly Report on Contract Amendment/Variation {Sec. 139(5)}

This report is due within 14 days after close of the quarter (i.e. by 14th day of the subsequent Quarter).

5.1 Contract Amendment/Variation within stipulated threshold

Name of PE:
Reporting Quarter:
FY:

s/no.	Contract no.	Contract description	Procurement Method	Nature of Contract (goods/works/services)	Supplier/Contractor Name	Date of contract signature	Initial Contract Duration(before variation/amendment)	Type of Amendment/Variation (price/quantity)				Initial contract value	Cumulative/resultant Contract value after variation	Percentage Variance	Date of Variation Approval	New Contract Duration(if duration is affected by variation amendment)
								Quantity		Price						
								Initial Quantity	New Quantity after Variation	Initial Price	New Price After Variation					
1																
2																
...																

Prepared By: Name...Designation.......................................Signature............................

Date of Report: ....

5.2 Contract Variations Resulting to An Increment of more than 25% of the Original Contract Price

This is a report where the contract variation(s) (cumulative value of contract variations) resulted to an increment of more than 25% of the original contract price. Section 139 (6) of the Act instructs that such variation to be tendered for separately. Consequently, the PE should submit report of such variations by provide information on the tendering process conducted to procure the subject variations. The PE should provide information on the procurement method used, recommendations and necessary approvals by the authorized persons. Further provide the value of the contract resulting from variation as per the format below:

S/No	Tender No.	Tender Description	Procurement Method	Tender opening date	Evaluation Completion Date	Tender Award Date	Date of notification of award	Date of contract signature	Contract No.	Contract description	Company Name of contractor/supplier	Date of commencement	Contract Completion date/expiry	Contract price/value
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1														
2														
.														

This Report should be accompanied by signed recommendations by the Head of the Procurement Function and Approvals by the Accounting Officer.

Prepared By: Name..Designation................................Signature...............................

Date of Report: ....