STIMA INVESTMENT CO-OPERATIVE SOCIETY.

STIMA INVESTMENT PLAZA I,

MUSHEMBI ROAD,

P.O. Box 37895-00100

NAIROBI.

REQUEST FOR QUOTATION FOR ERP SYSTEM UPGRADE: MICROSOFT DYNAMICS NAV 2016 TO DYNAMICS 365

23RD JULY 2024

RFP NO: SIC/RFQ/39/25.

SECTION I :LETTER OF INVITATION

Dear Sir/Madam,

RE: ERP SYSTEM UPGRADE FROM MICROSOFT DYNAMICS NAVISION 2016 TO DYNAMICS 365 BUSINESS CENTRAL

1.1.1 Stima Investment Co-operative Society invites sealed bids from eligible bidders with relevant qualifications and experience to submit Technical and Financial proposals for ERP System upgrade.

1.1.2 Prices quoted should be inclusive of all taxes and must be in Kenya shillings or any other easily convertible currency and shall remain valid for **90 days** from the closing date.

1.1.3 Duly completed bid documents are to be shared via email on info@stimainvestment.co.ke or gmusyoki@stimainvestment.co.ke on or before 30th July 2025 at 5.00pm.

1.1.4 Duly completed bid documents as well as request for clarification should be strictly sent by email to: info@stimainvestment.co.ke or gmusyoki@stimainvestment.co.ke and marked as follows on the subject line: "**Request For Quotation for ERP System Upgrade for Stima Investment Cooperative Society Limited**"

1.1.5 Late bids shall be rejected.

SECTION II: - INFORMATION TO BIDDERS, ITB (Contd)

2.1 Introduction

2.1.1 Stima Investment will select a firm in accordance with the selection criteria detailed herein.

2.1.2 The bidders are invited to submit a technical proposal and a financial proposal, as specified herein for upgrade of the ERP system.

2.1.3 Please note that the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment.

2.1.4 Stima Investment employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Bidders may request a clarification of any of the RFQ documents only up to three [3] days before the proposal submission date. Any request for clarification must be sent in writing to info@stimainvestment.co.ke or gmusyoki@stimainvestment.co.ke

2.2.2 At any time before the submission of proposals/quotation, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFQ. Any amendment shall be issued through addendum. Addendum shall be sent via email to all invited bidders and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Bidders proposal shall be written in English language.

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

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

(i) A brief description of the bidder’s organization and an outline of recent experience similar works.

(ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client

2.3.4 The Technical Proposal **shall not** include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in this document.

2.4.2 The Proposal must remain valid for **90 days** after the submission date.

2.4.3 The Client will make his best effort to complete negotiations within this period.

2.4.4 If the Client wishes to extend the validity period of the proposals, the bidder shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The completed Technical and Financial Proposals must be sent via email to info@stimainvestment.co.ke or gmusyoki@stimainvestment.co.ke on or before the time and date stated in this document. Any proposal received after the closing time for submission of proposals shall not be considered for evaluation.

2.5.2 After the submission deadline, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for opening of the financial proposals.

2.6 Evaluation of RFQs (General)

2.6.1 From the time the bids are opened to the time the contract is awarded, if any bidder wishes to contact the client on any matter related to his proposal, he should do so in writing at the address indicated in the Letter of Invitation. Any effort by the firm to influence the client in the proposal evaluation, proposal comparison or contract award decisions shall result in the rejection of the proposal.

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

2.7 Evaluation of Technical Proposal

2.7.1 The Evaluation Committee shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference.

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive.

2.8 Tender Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the Terms of Reference, indicating that their Financial Proposals will not be considered for evaluation.

2.8.2 The Evaluation Committee will determine whether the financial proposals are complete (i.e. whether the Bidder has costed all the items of the corresponding Technical Proposal and correct any computational errors). The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.8.3 The committee shall evaluate the proposals within 30 days from the date of opening.

2.9 Negotiations

2.9.1 Negotiations may be held with the bidder with the highest combined technical and financial scores, and upon successful negotiations will be awarded the contract, if negotiations fail with the bidder with the highest combined technical and financial scores, the bidder with the second highest will be invited by the authority for negotiations, and upon successful negotiations, be awarded the contract.

2.9.2 Negotiations will be held at the same address indicated in the Letter of Invitation and Appendix to Information to Bidders, ITB. The aim is to reach agreement on all points and sign a contract.

2.9.3 Negotiations will include a discussion of the Technical Proposal and any suggestions made by the firm to improve the final Terms of Reference.

2.10 Particulars of post - qualification if applicable

2.10.1 Stima Investment will determine to its satisfaction whether the bidder that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.10.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder as well as such other information as the Procuring entity deems necessary and appropriate.

2.10.3 An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's proposal, in which event Stima Investment will proceed to the next lowest evaluated tender to make a similar determination of that bidder's capabilities to perform satisfactorily.

2.11 Award of Contract

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

2.11.2 The selected firm is expected to commence the assignment on the date and at the location to be specified by the procuring entity.

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

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

2.11.5 The procuring entity shall give prompt notice of the termination to the bidders and on request give its reasons for termination within fourteen (14) days.

2.11.6 To qualify for contract awards, the bidder shall have the following:

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

2.12 Confidentiality

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

2.13 Corrupt or fraudulent practices

2.13.1 The Society requires that the bidders observe the highest standards of ethics during the selection and award of the contract and also during the performance of the assignment. The bidder shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.13.2 The Society will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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

SECTION III: APPENDIX TO INFORMATION TO BIDDERS (ITB)

APPENDIX TO INFORMATION TO BIDDERS

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

Particulars of appendix to information to bidders
Particulars of eligible bidders: Companies or individuals Registered & Licensed to transact business in Kenya
Price to be charged for the proposals: The document will be issued as per the Conditions highlighted in the letter of invitation.
Particulars of other currencies allowed: Prices quoted should be inclusive of all taxes and must be in Kenya shillings
Copies of RFQ documents to be Submitted: To be shared on email
Validity of the Proposals: Shall remain valid for 90 days from the date of opening.
Tender Opening: The bid documents will be submitted on or before 30th July 2025 at 5.00pm

SECTION IV: EVALUATION OF BIDS

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

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: Technical Evaluation on capacity to deliver the service;
3. Stage 3: Financial Evaluation;
4. Stage 4: Recommendation of award.

1. Mandatory Requirements

The following mandatory requirements must be met:

1) Documentary evidence (copy) of the Company's certificate of Incorporation or Business Registration Certificate
2) Tax compliance certificate at least up to the date of tender opening

2. Technical Evaluation

Bidders meeting all the Mandatory requirements will be subjected to technical evaluation on capacity to deliver the service as detailed below.

A. TECHNICAL SPECIFICATIONS.

Stima Investment Cooperative Society Limited is in the process of engaging a vendor to assist with upgrading the current Microsoft Dynamics Navision 2016 ERP system, data migration as well as reimplementation of custom modules, user requirements and post go live support.

Main requirement is to upgrade the current Microsoft Dynamics Navision 2016 ERP system to Dynamics 365 Business Central with the below key features;

- Financial Management
- Registry Management
- Project Management
- Savings Management
- Procurement Management
- Administration & legal management
- Human Resources and Payroll management

The most competitive vendor will be selected based on the below criteria:

- Proposed technical approach and understanding of the Society's requirements
- The vendor's ability to provide ongoing client support.
- Mandatory system demonstration of the proposed solution
- Relevant project personnel experience and qualifications
- Delivery Leadtime

3. Financial Evaluation

The financial proposal shall contain appropriate breakdown of fees. The financial proposal to be prepared and submitted shall at least contain the following:

1. Summary of costs including the payable taxes.
2. Breakdown of fees per activity/section of the scope of work.
3. Breakdown of expected reimbursable costs/expenses per activity.
4. Miscellaneous expenses.

SECTION VIII: - TERMS OF REFERENCE

A. Background

Stima Investment would like to solicit a potential bidder for the supply, delivery and configuration of the firewall as well as providing relevant training for the same.

B. Objectives.

The main objective of acquiring the firewall is to secure and prevent unauthorized access to or from the society's network while allowing authorized traffic.

C. Scope of work

Stima Investment Cooperative Society Limited is in the process of engaging a vendor to assist with upgrading the current Microsoft Dynamics Navision 2016 ERP system, data migration as well as reimplementation of custom modules, user requirements and post go live support.
Main requirement is to upgrade the current Microsoft Dynamics Navision 2016 ERP system to Dynamics 365 Business Central with the below key features;

- Financial Management
- Registry Management
- Project Management
- Savings Management
- Procurement Management
- Administration & legal management
- Human Resources and Payroll management

NOTES TO THE TENDERERS ON THE QUESTIONNAIRE

The address and contact person of the Bidder provided above shall at all times be used for purposes of this Request for Quotatiom.

The details on this Form are essential and compulsory for all Bidders Failure to provide all the information requested shall lead to the Bidder's disqualification