

## **TENDER NOTICE**

### **PREQUALIFICATION FOR PROVISION OF INTERGRATED FINANCIAL MANAGEMENT SYSTEM**

The Communication Authority of Kenya (CA) is the regulatory body of the ICT industry in Kenya with responsibilities in telecommunications, e-commerce, broadcasting and postal/courier services. CA is also responsible for managing the country's numbering and frequency spectrum resources.

The Authority is in the process of engaging firms to supply, install and maintain an integrated financial management system. In this regard, CA wishes to prequalify suitably experienced and competent firms to undertake the following activities;

1. Supply an integrated financial management system, which will include inter alia the following components or functionality:
  - a. Financials (Budget, Receivables, Procurement & E-Procurement, Logistics & Inventory management, Payables, Reporting, Bank Reconciliations, Investment, Taxation, Imprest), Asset management, Fund & Grants Management, Payroll Accounting, Audit, Document Management System, Employee self-service, Corporate planning, Document management system, Business intelligence and mobility.
  - b. Database offering unified analytical and transactional applications on single in memory platform with advanced data analysis functionalities such as search engine, text analysis, spatial data analysis and predictive analysis.
2. Installation, implementation and commissioning the integrated enterprise resource planning system
  - a. Change management
  - b. System integration between above components and existing CA systems
  - c. Data conversion where necessary
  - d. Training of different categories of users
  - e. Post implementation support

Firms participating in the prequalification must submit documents and/or copies of the following: -

1. Company profile (Company history, contacts, services and affiliations.);
2. Certificate of business incorporation/registration;
3. A valid tax compliance certificate;
4. Two copies of the prequalification documents (Original and a copy);
5. Details of at least three (3) successful projects undertaken in the last five (5) years;
6. Reference letters from at least three (3) organizations where services of a similar nature/magnitude have been successfully undertaken;
7. Demonstration of financial capability in carrying out the work by attaching the latest audited accounts for the last three (3) years, and
8. A proposed plan and schedule of implementation of the project, including equipment and staff for the project.

Prequalification should be submitted in a plain sealed envelope clearly marked **CA/PROC/PQ/01/2015-2016- Tender for provision of Integrated Financial Management System**. The documents should be deposited in the Tender Box at the ground floor of CA Centre, Waiyaki Way and addressed as shown below so as to reach CA on or before **Wednesday, 22<sup>nd</sup> July, 2015 at 2.30 p.m.**

**The Secretary  
Tender Committee  
Communications Authority of Kenya  
P.O. Box 14448, Nairobi 00800  
Tel: +254 (020) 4242000/  
Mobile: +254 703-042000  
+254 730-172000  
Email: [tenders@ca.go.ke](mailto:tenders@ca.go.ke)  
Website: [www.ca.go.ke](http://www.ca.go.ke)**

Bids shall be opened soon thereafter at the CA 1<sup>st</sup> Floor Meeting room 2 in the presence of the bidders representative(s) who choose to attend.

*Note: The above mentioned information can be accessed at IFMIS Supplier Portal and CA website.*