

## **KENYA DAIRY BOARD**

### **FORM OF ADENDA**

TO ALL TENDERERS ON:

**TENDER DOCUMENT FOR SUPPLY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF AN ENTERPRISE RESOURCE PLANNING (ERP).**

**REF: TENDER NO. KDB/RFP/ERP/2019-2020**

#### **ADDENDUM NO. 1**

DATE: 11<sup>th</sup> June, 2020

The attention of all Tenderers is called to the following Addendum. This Addendum is hereby included in and made a part of the tender Documents, whether or not attached thereto.

All requirements of the Original Specifications shall remain in force except as amended by this Addendum.

#### **CLARIFICATIONS HAVE BEEN SOUGHT AS FOLLOWS:**

##### **Query 1: Need clarifications on the Following points**

##### **2.13.5.9 - Workflow**

- The bidder is to automate all the processes
- Develop workflow for each of the processes and allow for proper management of the same. The workflow should be accessible anywhere.
  - What are the Processes. Where to get more information on the same. Only on this, we will be able to confirm the point on development on Workflow?

***Answer: They are KDB's operational processes which details and functionalities are in tender document.***

- Are the Ones below form part of the Work Flow Processes
  - 5.3.1. Regulatory Services Department
    - 5.3.1.1. Compliance Division
      - Licensing of Dairy Enterprises
      - Licensing of Dairy Managers
      - Enforcement of Dairy Industry Act and Regulations:
    - 5.3.1.2. Laboratory Division
      - Laboratory Operations
  - 5.3.2. Research Enterprise Development Department
    - 5.3.2.1. Trade, Project and Enterprise Development Division.
      - Export Promotion
      - Management of imports and exports
      - Support to Stakeholders

#### 5.3.2.2. Research, Information and Standard Division

- Review, development and harmonization of dairy standards
- Initiate and foster sustainable partnerships and collaborations for dairy development.
- Conduct of research and surveys
- Collection and Dissemination of Dairy Industry Data and Information

The above will require in depth analysis of the process and new development could there be time for all the above analysis.

***Answer: Your proposal will be reviewed during evaluation***

■

#### 5.3.3. Strategy and Planning Division

- Budgeting Process

#### 5.3.4. Finance Department

- Payment Process
- Imprest Process
- Payment of Refunds and Claims
- General Ledger Process
- Cess, Processors' Levy, Interest and Penalties Process
- Application fees, licenses and milk movement permit process
- Import and export permit process
- GoK and other Grants process
- Interest Income process
- Miscellaneous Income process

#### 5.3.5. Supply Chain Management

##### 5.3.5.1. Supply Chain Division

- Procurement and Asset Disposal Planning.
- Procurement Budget Monitoring
- Pre qualification / registration of suppliers.
- Purchase/stores requisition management
- Sourcing of goods, works and services
- Evaluation process
- Preparation of professional opinions
- Award of contracts
- Procurement and contract management
- Contract administration, implementation and monitoring
- Inventory management
- Supplier performance management
- Store issues and stock taking
- Board of survey
- Management of outsourced transport services
- Inspection and acceptance
- Statutory reporting- interface with other systems used for statutory reporting
- Sale or disposal of assets

### 5.3.6. Corporate Services Department

#### 5.3.6.1. Human Resource Division

- Recruitment and Selection
- Employee Registration
- Leave Management
- Payroll Processes
- Training and Development
- Performance Management
- Disciplinary Process
- Salary Advances and Salary in Advance
- Car Loan
- Staff Grievances
- Employee Separation

#### 5.3.6.2. Administration Division

- Fleet Management
- Asset Insurance
- Asset management and distribution
- Asset maintenance
- Asset tagging and allocation among others
- Replacement, scrapping and decommissioning
- Physical verification and reconciliation
- Control of Records and Documents Process

#### 5.3.6.3. Information and Communication Technology

- User Access Control Management Process
- User Support on ICT Related issues:
- Data Back up
- System and Data Security

#### 5.3.6.4. Corporate Communication

- External Communication
- Dairy promotional Activities
- Corporate Social Responsibility (CSR)

### 5.3.7. Internal Audit

#### 5.3.7.1. Internal Audit Division

- Risk Based Audit Process
- Liaising with external auditors in carrying out statutory and other audits process

- If the above are the Work processes, then we will have to formulate a New Plan of Development, We can go for the Following Options
- Option 1 - To Understand the Process in Details so that We can define the Quantum of Work and then quote.

- Option 2 - To Provide the Bid Amount with calculating an approximate Time Frame and then work backwards. Even for this an approximate note on the processes is required.

***Answer:- Your proposal will be reviewed during evaluation***

- **2.13.5.31** -The vendor should have the ability to streamline integration of ERP, solution with existing licensing and inspection system (LIS) which is on Share Point platform
  - What is the Existing Platform. What is the Integration Required? Is it to Quick Books Pro 2014?

***Answer:-5.2.1 and 5.2.2. Gives the existing infrastructure within KDB***

- **2.13.5.36** -Solution is web enabled and support XML and XHTML.
  - We Generally provide Staging Table Model of Integration. That is all prospective data will required for your use will be provided in a DB Table. Is this ok?

***Answer:-Your proposal will be reviewed during evaluation***

**Query 2: Request for extension of submission dates**

***Answer:- The tender submission/opening date for the above tender remains as per the original tender document. No extension granted.***

END OF ADDENDUM

-----

I confirm I have received ADDENDUM NO. 1- KDB/RFP/ERP/2019-2020

NAME\_\_\_\_\_

ORGANISATION\_\_\_\_\_

SIGN\_\_\_\_\_

DATE\_\_\_\_\_