



Tender No. KWS/EOI/ICT/07/2013-2014

**GUIDELINES FOR INTERNATIONAL EXPRESSION OF
INTEREST**

**DESIGN, SUPPLY, IMPLEMENTATION AND
COMMISIONING OF A REVENUE COLLECTION SYSTEM IN
KWS SELECTED NATIONAL PARKS AND RESERVES**

**CLOSING DATE AND TIME:
8th AUGUST 2013 AT 12.00NOON**

JULY 2013

Kenya Wildlife Service, Headquarters, PO Box 40241- 00100, Nairobi, Kenya

Tel 6000800, 0726 610508/9, 0735 663421

Email: hps@kws.go.ke

Website: www.kws.go.ke

Date: - 11/7/2013

To: _____

Address: _____

Dear Sir/Madam:

TECHNICAL DOCUMENT: REQUEST FOR INTERNATIONAL EXPRESSION OF INTEREST

KWS//EOI/ICT/07/2013-2014

DESIGN, SUPPLY, IMPLEMENTATION AND COMMISSIONING OF A REVENUE COLLECTION SYSTEM IN KWS SELECTED NATIONAL PARKS AND RESERVES

The Kenya Wildlife Service (KWS) conserves and manages wildlife for the Kenyan people and the world. It is a state corporation established by an Act of Parliament Cap 376 with the mandate to conserve and manage wildlife in Kenya, and to enforce related laws and regulations.

KWS intends to implement a second electronic revenue collection IT system in selected National Parks and Reserves. The proposed system is expected to:

- Be flexible to changes in technology
- Have the capability to integrate with existing KWS financial system.
- Customer focused solution
- Have a loyalty management system inbuilt
- Have a reporting tool
- Be inclusive of relevant ICT infrastructure eg WAN, Card readers, computers, servers etc.

All bidders will be required to do a live demo of their proposed system

Complete EOI documents in plain sealed envelopes clearly marked; INTERNATIONAL EXPRESSION OF INTEREST, KWS/EOI/ICT/07/2013-2014/, **DESIGN, SUPPLY, IMPLEMENTATION AND COMMISSIONING OF A REVENUE COLLECTION SYSTEM IN KWS SELECTED NATIONAL PARKS AND RESERVES**

Should be addressed to the :- **The Director, Kenya Wildlife Service, P.O. Box 40241-00100 ,NAIROBI 00100** and deposited in the Tender Box at the Reception **on or before 8/8/ 2013 at 12.00 noon.**

Submitted bids will be opened immediately thereafter in the presence of bidders who choose to attend.

HEAD OF SUPPLY CHAIN MANAGEMENT

INTRODUCTION

Background

Kenya Wildlife Service is a state corporation that conserves and manages wildlife and habitats throughout the country. It oversees the management of 27 terrestrial and marine parks, 34 terrestrial and marine reserves together with four sanctuaries.

Our vision and mission statement are here below:-

The Vision Statement

”Save the last great species and places on earth for humanity”

The Mission Statement

“To sustainably conserve, manage and enhance Kenya’s wildlife, its habitats and provide a wide range of public uses in collaboration with stakeholders for posterity”

Currently KWS serves various categories of visitors to the National Parks and Reserves using an electronic system called Safari card system. The visitors are categorised as below;

- East African Citizens
- Residents
- Non residents
- Visitor Groups ,companies and others

KWS intends to make an outright purchase for the design, supply, implementation and commissioning of an electronic revenue collection system in **ten (10)** selected National Parks and Reserves. The system is expected to be flexible to changes in technology, customer needs, robust and easy to integrate with other existing systems within the organization and in tune to our customer needs as well as function as a Fully Integrated IP-Based System.

Scope of Work

The project will be managed jointly by KWS and the appointed developer who will conduct the following tasks:

- a) Provide detailed activity plan (calendar of events)
- b) Design, supply, implement and commission the system in consultation with KWS ICT Department.
- c) Train KWS staff responsible for operating the system.
- d) Live System Demonstration of its capabilities
- e) Implement wide area network connectivity infrastructure to enable the system to work in remote areas with poor or no connectivity
- f) Include computer infrastructure and equipment required for the solution to work

Bidders are encouraged to **visit the Nairobi National Park in liaison with procurement department to familiarize themselves with the project expectations before submitting their expression of interest.** This will be at the bidders own cost.

1 Format and Requirements for Completion of EOI

1.1 Mandatory Documents

Bidders are required to attach copies of the following documents as part of their EOI:

1. Business registration certificate
2. Current trade License
3. Tax compliance certificate
4. Last 3 years audited accounts.

Failure to submit any of the above will result in disqualification. Any proponent specifically exempted from any of the items (1) – (4) listed above may provide written proof of the same.

1.2 Corporate Documentation (5mks)

Proponents are expected to submit information that addresses items contained in the table below:

Item	Expected Information	Required Format
1.2.1--Bidder Corporate Details	a) Corporate Profile (5mks)	State whether the firm is a Limited Liability, Sole proprietorship or Partnership Provide a Short narrative of origin, development, mission and values of the company.

1.3 Brief description of proposed system (25mks)

Bidders will be expected to provide a brief narrative of their proposed systems

Item	Expected Information	Required Format
1.3.1 Design and development of the system	Proposed design overview: sketch an overview of the system components and how they function (20mks)	Narrative indicating <ul style="list-style-type: none">• Components of the system• Hardware• Type of communication and storage media• Backup recovery plans in the event of system failure. Prospective developers are required to supply KWS with illustrative sketches and documentation of the overview of the proposed system

Item	Expected Information	Required Format
1.3.2 Due Diligence	Reference site (5mks)	Bidder to give reference site of client where they have implemented the solution, complete with contact person details

NB:

KWS may carry out due diligence to ascertain the facts of the feedback presented by Bidders.

1.4 Similar Related Projects (10Mks)

1.4.1 Experience in similar work of developing electronic revenue collection systems	An adequate demonstration of experience in development of electronic revenue collection systems in reputable companies. A satisfactory track record will be advantageous. (10mks)	Short narrative stating: <ul style="list-style-type: none"> Name and Location of similar projects developed in last five (5) years or more if firm has been in existence for more than 5 years. Value of project /size of companies that the bidder developed similar systems
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1.5 Technical Staff (10Mks)

1.5.1 Technical Staff for the project	Qualification and technical expertise of key personnel in the firm (10mks)	Professional qualified system developers of good repute with five (5) years or more experience. See Appendix for Format of submission of CVs
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1.6 Evidence of Financial capability (10Mks)

Item	Expected Information	Required Format
1.5.1 Bankers	Contact details of at least one of its bankers (3mks)	Contact details
2.4.2 Project Financing	Demonstrate financial capability through documentary evidence (7mks)	Evidence of Cash, Cash equivalents and Bank statements for the last one year and evidence of access to credit.

2 Criteria for Evaluation

Expression of Interest will be evaluated on their responsiveness to the above requirements based on the following criteria:

Item	Particulars	Maximum Score/Points
2.1	Mandatory Documents	Go or No Go
2.2	Corporate Documentation	5
2.3	Brief description of Proposed system	25
2.4	Similar or related Projects	10
2.5	Technical staff	10
2.6	Evidence of Financial capability	10
	TOTAL	60

Expressions of Interest scoring at least seventy per cent (70%) or forty-two points (42 points) will be pre-qualified.

3 Additional Instructions

All responses should be **typed** and their numbering to correspond with that set out in the format (section 2) Please include all attachments as required in the format for expression of Interest.

Pre-qualified bidders will be required to submit detailed **technical and financial proposal (s)** for the work in a format of solicitation documents to be provided.

(turn page for Appendix)

Appendix 1

CV FORMAT

Name of Firm:			
Name of Staff:			
Years with Firm/Entity:		Nationality	
Detailed Tasks Assigned:			
Key Qualifications/experience:			
Education:			
Institution:			
Year:			
Course:			
Employment Record:			
Summary of relevant Experience:			
Language proficiency:			
Language	Speaking	Reading	Writing
English			
Kiswahili			
Certification: I, the undersigned, certify that these data correctly describes my qualifications, experience, and confirms my availability to the firm for the proposed project should we be awarded the tender.			
[Signature of staff member]		Date:	
[Signature of authorized representative of the firm]		Date:	
Full Name of Staff Member:			
Full Name of authorized representative:			

Appendix 2: **PREVIOUS SIMILAR PROJECTS TEMPLATE**

These are for revenue system based projects that the bidder has been involved in implementing:

Client Name			
Country client is based			
Client contact details & contact person			
Relevant project description			
Date of implementation		Value of project	
Bidders Project manager in this project			
Team members involved in project			
Time taken to deliver project			
Challenges faced in project (if any)			
Is the project complete	(Yes/ No)		
Bidder representative			
Date		signature	