



UNIVERSITY OF NAIROBI

**TENDER FOR PURCHASE OF PROFESSIONAL LICENSE FOR
ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SOFTWARE
(EDMRS SOFTWARE) (OPEN INTERNATIONAL TENDER)**

TENDER NO. UON/T/23/2020 -2021

NOTICE DATE: MONDAY MAY 10, 2021

CLOSING DATE: TUESDAY MAY 18, 2021 AT 10.30AM

All correspondence to:

PROCUREMENT MANAGER, UNIVERSITY OF NAIROBI P.O.
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**Public Procurement and Asset Disposal Act 2015
Public Procurement and Disposal Regulations 2020**

SECTION I - INVITATION TO TENDER

NOTICE DATE: MONDAY MAY 10, 2021

TENDER NAME: PURCHASE OF PROFESSIONAL LICENSE FOR ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SOFTWARE (EDRMS SOFTWARE)

The University of Nairobi (UON) invites sealed tenders from eligible candidates for the purchase of Professional license for Electronic Document and Records Management Software EDRMS Software

A complete set of tender document may must be viewed and downloaded free of charge from the University websites <https://procurement.uonbi.ac.ke>

Mandatory Requirements;

- a) **The bidder to fill and sign the Form of Tender.**
- b) **Confidential Business Questionnaire duly filled and signed**

Prices quoted should be net inclusive of all taxes and must be in Kenya Shillings and should remain valid for 120 days after date of tender opening.(Where other currencies are used, the procuring entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya)

The Completed Tender document are to be enclosed in plain sealed envelopes marked with Tender reference number, name and be deposited in the in the Tender **box** at the reception, **Administration Block, Main Campus or email to manager-procurement@uonbi.ac.ke** so as **to be received on or before TUESDAYMAY 18, 2021 A T 10.30 AM.**

The University of Nairobi reserves the right to accept or reject any tender and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

MARY KARIUKI
Ag. PROCUREMENT MANAGER

SPECIFICATIONS FOR ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM

Table of Contents

1. BACKGROUND	5
1.1. Aims and Objectives of the project	5
1.2. EDRMS Benefits.....	6
2. DETAILED FUNCTIONAL REQUIREMENTS.....	8
3. EVALUATION CRITERIA.....	15
3.1. STAGE 1:- Determination of Responsiveness	15
3.2. STAGE 2: – Detailed Technical Examination	15
3.2.1. Technical Requirements Evaluation	16
3.3. STAGE 3: - Financial Evaluation.....	21
3.4. STAGE 4: - Post Qualification.....	21

1. BACKGROUND

The University of Nairobi is a collegiate research university based in Nairobi and the largest university in Kenya with the following portfolio:

- 10 campuses (seven campuses in Nairobi, one each in Kiambu, Kisumu and Mombasa)
- 35 faculties, schools, institutes, centers
- 15 extra mural centers scattered all over Kenya
- 540 academic programmes
- 84,000 students
- 6,000 staff (academic, administrative & technical)
- Over 240,000 alumni

University would like to implement an Open-Source Electronic Document and Records Management System (EDRMS) and digitization of existing manual files in order to effectively drive its core business areas (Teaching and Learning, Students' Affairs, and Research, Innovation, and Enterprise) and affiliated support services.

In order to realize this objective, the ICT center has explored many alternatives including conducting market survey of products offered by local vendors as well as online solutions marketed online. The objective of these surveys has been to get an understanding of what is available in the market as well as explore in detail the viable solutions for the university. The solution viable for the university is one that would:

- 1) Meet all the user requirements
- 2) Meet the technical specifications especially integration to already existing systems
- 3) Must be scalable to meet the growing needs of the University and
- 4) Value for money
- 5) Open-source licensing model

1.1. Aims and Objectives of the project

The Electronic Document and Records Management System (EDRMS) is envisaged to have the following primary features:

- a) Document Capture - the ability to scan physical documents and convert into electronic format.

- b) Document indexing - the ability to assign parameters to a scanned electronic document in such a way that it is possible to manage the document and retrieve it from an electronic storage.
- c) Workflow - the ability for a scanned and indexed document to undergo processes that simulate what happens with physical paper by moving through different persons and stages for review, comment, approvals, noting, etc.
- d) Records Management - the implementation, for electronic records, of such processes as retention, archiving and destruction as would normally happen with physical records. The archival as well as the retrieval of archived documents is as seamless and fast as possible.
- e) Security - the overlay of the defined security processes normally applied to physical documents onto the electronic documents and processes.

1.2. EDRMS Benefits

The EDRMS will have the following benefits for the University

- a) Ease of document storage and retrieval for routine use - in many instances in the course of business several people may need to refer to the same document at different times. In a pure paper-based system this is achieved by passing the documents around or making several copies, with the resultant versioning problem. With EDRMS, all users can refer to the latest version of the stored image copy of the document and also access earlier versions as necessary.
- b) Ease of workflow for reviews and approval by electronic routing of the document thus reducing on turn-around times and ensuring the workflow rules are strictly followed.
- c) Audit trailing - Systems integrations - creation of an electronic storage will enable integration of data between various systems and documents (for example, a student joining documents, will be linked to the students account, to all correspondence with that students, etc.) thus providing a single view of the customer available to an authorized user.
- d) Other benefits of EDRMS include
 - i. Reduction or elimination of paper flow and storage throughout the University.
 - ii. Quick and easy access to documents and information.
 - iii. Optimization of document flow throughout the University.
 - iv. Preservation of document confidentiality and integrity.
 - v. Minimization of instances of lost or misplaced documents.
 - vi. Elimination of duplication in filing documents.

vii. Maintenance of consistency in filing documents. viii.

Saving on storage space.

ix. Improvement of organizational productivity.

It is envisaged that the EDRMS will be used in document and record management in all areas of the University with priority being given to paper-intensive environments, including Finance, Human Resources and Personnel, Procurement and Student Management.

2. DETAILED FUNCTIONAL REQUIREMENTS

No	Item Description		Requirements
2.1	Products Consideration	a)	Open-source licensing model
		b)	Use the same business logic, user interface, content repository, and security and administration modules
		c)	Easily configured via wizards without any code
		d)	Navigation panel, search results, document and metadata can be viewed in one page
		e)	Ability to store and manage more than one billion documents
		f)	Has proven ability to support more than 500 concurrent users
2.2	Technical	a)	Support multiple database platforms including MS SQL, MYSQL, Postgre SQL, Oracle.
		b)	Support both Internet/Intranet environments.
		c)	Support multiple storage controllers and distributed DAS/NAS/SAN devices.
		d)	Can be managed and maintained on a hosted site and hybrid private cloud solutions.
		e)	Provide a TCP/IP based access to the documents repository.
		f)	Modular solution and scalable architecture
		g)	Use Active Directory and single sign-on for authentication.
2.3	Scanning /Imaging	a)	Scan directly using the TWAIN via a web interface.
		b)	Support high-volume scanning via network scanning stations
		c)	Supports automatic imaging of single-sided, two-sided, and multiple page documents.
		d)	Supports scanning by single sheet feeding and by automatic document feeder.
		e)	Can classify documents with metadata for easy to search and retrieval
		f)	Additional fields can be added to the metadata at any point without writing any code.
		g)	Support automatic sending of scanned documents to workflow.
		h)	Can be customized to work with other applications
		i)	Support batch scanning of documents and automatic distribution for indexing.
		j)	Allow for the saving of scanning parameters and settings e.g. pages' date, author etc.
		k)	Support automated importing capability.
		l)	Support archiving of images and electronic documents.
		m)	Support OCR (optical Character Recognition) from the scanned images.
		n)	Support Bar-Code recognition from the scanned images.
2.4	Archives	a)	Supports PDF-A
		b)	Supports physical paper, file management and preservation.
		c)	Supports microfilm and WORM (Write once read many) Devices
		d)	Supports local and international standards for archiving
		e)	Supports archived content to be retrieved
		f)	Supports record retention and destruction policies application to archived content.
2.5	Upload	a)	Support scheduling of import jobs from local or server folders for automatic import.
		b)	Have the ability to capture transactional documents generated by other systems.
2.6	Annotation	a)	Allow comments to be posted on documents and kept in the database.
		b)	Ability to markup documents with colored marks, text annotations, sticky notes, etc.
2.7	Documents	a)	Support DOC, DOCX, XLS, XLSX, TIF, PPTX, PDF, MSG formats.
		b)	Allow files to be viewed using a built-in viewer in their native format without being changed
		c)	Documents saved directly from the native application (e.g. MS Word) into the EDRMS.

No	Item Description		Requirements
		d)	Allow the system to manage document versions.
		e)	Support hierarchical Filing.
		f)	Support the ability to launch documents externally from the EDRMS using native applications.
		g)	Support import of documents with index information.
		h)	Allow to editing and saving documents directly from the viewer without changing the original.
		i)	Manage system fields for each document including: Doc Type, creation [update] date, user creator/update and, version number regardless of additional metadata defined.
		j)	Allow documents to be linked to other documents within the EDRMS.
2.8	Email Management	a)	Has automated process for the capturing of all inbound and outbound emails.
		b)	Allow saving of incoming and outgoing emails with or without attachments.
		c)	Allow saving of emails with attachments, as a single multi page TIF or PDF.
		d)	Allow linking email message and its attachments to existing document(s) in EDRMS.
		e)	Enable viewing of email messages stored in the EDRMS with an indication of its attachment.
2.9	Business Process Automation (Workflow)	a)	Has native workflow capabilities for handling document-based tasks.
		b)	Support ad-hoc and rules based workflow.
		c)	Offer a graphical user interface for developing workflow.
		d)	Support modifying of an active workflow design while keeping the old version
		e)	Workflow provides conditional flows depending on user input or system data
		f)	Workflow support both private (single user) and public (multiple users) queues for tasks
		g)	Workflow support manager authorization to control both private and public queues of tasks
		h)	Offer approval [or disapproval] functionality
		i)	Offer escalation of workflow items.
		j)	Offer queue transfer and balancing in case of vacations, sickness, or load
		k)	Offer the ability to create alarms based on time, numbers, queue, and custom properties
		l)	Allow workflows to be sent to external recipients
		m)	Support tracking of managing the amount of time users spend performing their work
		n)	Have a reporting utility for each workflow defined including incomplete work, time taken etc.
		o)	Include the ability to prioritize items in queues
		p)	Allow users to assign "pending" status to a workflow item until a certain date or event occurs
		q)	Show the progress of a document through a workflow so that users can determine the status
		r)	Keep and show the history of a workflow process for each document in the workflow
		s)	Non-technical authors can create workflow design without scripting or programming
		t)	Allow the graphical workspace to provide drag-and-drop capabilities
		u)	Allow mandatory or optional status to be assigned to a workflow or workflow step
		v)	Allow modifications to various roles/individuals based on workflow status
		w)	Allow multiple versions of the workflow to be running at the same time
		x)	Have the ability to build complicated workflows with splits, joins etc.

No	Item Description	Requirements
2.10	Searching and Queries	a) Provide for basic and advanced searching and "Google like" full text search and instant retrieval
		b) Support wild card searches and searches to be saved for future reuse
		c) Able to perform document searches from other applications such as ERP, or web applications
		d) Offer permission based searching so that user can see only documents they have access t
		e) Support searches on the metadata and the content of the file.
		f) Able to create subqueries within the main search criteria
		g) Able to search text within file notes of documents in the
		2.11
		b) Customizable data views or user interface framesets for different user groups
		c) Able to delete/disable unwanted (not required fields)
		d) Have the ability to modify and add new fields and names
		e) Offer a simple drag and drop interface style for uploading documents
		f) Allow documents to be created (and not just uploaded) directly from the system UI
		g) Allow external systems to access the system UI to perform documents creation and retrievals.
2.12	Integration	a) Integrate with third-party databases
		b) Integrate easily with existing UON legacy systems such as SMIS, HRMIS, Sage etc.
		c) Integrate easily using script based integration tools
		d) Integrate with websites
		e) Provide web services for uploading and downloading of documents and workflow activities
		f) Capable of capturing and indexing documents directly from MS Office applications
		g) Integrate with LDAP.
2.13	Record Management	a) Provide the ability to define and configure multiple record types
		b) Capture and declare a record within one process
		c) Capture an electronic document and declare it as a record at a later date
		d) Support retention capabilities based on a retention schedule.
		e) Support records disposal functionality.
		f) Integrate with a Thesaurus or Classification Scheme
		g) Support multiple levels of classification
		h) Allow the customization of Record Metadata
		i) Support document destruction capabilities within the system.
		2.14
		b) Support multiple searches used to place and remove holds per document
		c) Support for multiple legal holds on a record without need for copies
		d) Has ability to remove legal holds on a record per matter
		e) Support for in-place legal hold on existing content
		f) Has controlled suspension of automatic deletion routines
2.15	Versioning	a) Allow the user to choose whether the item is a minor revision or a major revision.
		b) Has a web-based environment for managing the versioning of all content objects.
		c) Provide the ability for the versioning pattern to be customized
		d) Allow for events to be triggered based on version changes
		e) Allow for security to be applied to content based on the version of the content

No	Item Description		Requirements
		f)	Ability to rollback content to previous versions and provide controls for this
2.16	Metadata Editor and Creation	a)	Provide a Metadata Editor for Taxonomy Creation and Management
		b)	Have standards that the Metadata Editor supports.
		c)	Provide a mechanism to allow for Metadata Configuration and Management
2.17	Collaboration	a)	Provide functionality that for entire collaborative process irrespective user physical location.
		b)	Allow teams to create workspaces for their members, enabling them to define, organize, share, and monitor their work
		c)	Allow setting of notifications to inform users when changes occur within relevant documents.
		d)	Enable Polls to enable team leaders to obtain a consensus on discussions or meetings.
		e)	Offer a platform for discussions to share thoughts and information publicly with other users.
		f)	Offer follow-ups which with scheduled reminders that track important deadlines and upcoming activities of certain documents or engagements
2.18	Audit Trail	a)	Generate and maintain an audit trail for all user activities
		b)	Send alerts in cases of irregular activities, predefined by the system administrator
		c)	Record each user's log-on and log-off times
2.19	Security	a)	Independent security system from that of the network
		b)	Own authentication mechanism and support LDAP Authentication
		c)	Protection at various levels- Application, Library, Document, Fields and Content
		d)	Ability to retain some documents as private
		e)	Collaboration using role-based permission for access for viewing, accessing, or modifying documents
		f)	Structured user rights to prevent users from accessing documents that they do not have authority to access.
		g)	Configurable navigational security with multiple layers of user-definable security to limit access at the system, departmental, user, function, and workflow
		h)	Ability to audit all system activity and create audit reports
		i)	Include audit process for date/time/user stamp for scanned files
		j)	Ability to block documents
		k)	Control document security based on metadata rules
		l)	Work over HTTPS/SSL
		m)	A way to restrict printing or exporting
		n)	Encryption mechanism for file content within the repository
		o)	Support firewall and work within firewall without any third party applications
p)	Enforce regular passwords changes		
q)	Automatically keep a system access log including FAILED access attempts		
2.20	File Access Rights	a)	Provide a document security access scheme
		b)	Allow document access rights to be assigned in the following ways: by Directory, by Group, by User and by Document Category
		c)	Provide the following GROUP restrictions: No Access rights, Edit rights and v
		d)	Users restrictions: No Access rights, Read Only rights, Edit rights and See Filenames Only rights
		e)	Rely on an alternative network security system besides the host network's security system.

No	Item Description		Requirements
		f)	Allow for multiple user security profiles be created to control the access to all of the proposed system's features and functions enjoyed by different groups of users
		g)	Allow for creation of a security profile controlling the ability of multiple users to access specific features and functions of the proposed system
		h)	Enable the creation of a security profile controlling a user's ability to: View ALL documents, View only specific document groups, and View only departmental documents
		i)	Provide the ability to view all user-defined security profile codes, and select the one desired, via a drop-down list box when maintaining help desk staff members
		j)	Provide the following levels of access privileges:
		k)	Provide default user group settings to help speed up initial system implementation
		l)	Provide Object level security
		m)	Enable process participants view only what their security privileges enable them to access
		n)	Provide the ability to lock and hide specific data fields
		o)	Have the ability to utilize the Check-In/Check-Out function to monitor and verify the integrity of all security settings
		p)	Be able to provide support for Public Key Infrastructure (PKI)
		q)	Be able to support digital signatures
		r)	Be able to support digital certificates
		s)	Be able to support features or functions designed to minimize the risk of collaboration beyond the firewall
		t)	Be able to perform a modification of the security access to a batch of records.
		u)	Support exposure of the administration capability through a separate secure site
		v)	Support hierarchical, delegated user administration
		w)	Allow for administrative rights to be delegated on a granular level?
		x)	Able to support assignment of privileges to objects on a per-role or per-group level.
2.21	Templates to Drive Reuse	a)	Provide User Interface (UI) support for XML file based templates
		b)	Provide UI support for a template library
		c)	Facilitate easy transportation between development, staging and production environments, and the deployment should be managed centrally
		d)	Have the ability to provide automatic deployment of all components.
		e)	Manage deployment without bringing down the production environment.
		f)	Support scripting to automate deployment tasks
		g)	Support Rollback of components/code.
		h)	Provide a security mechanism to manage deployment and segregation of duties
2.22	Reporting and Analysis	a)	Provide reporting capabilities which exist as part of the system.
		b)	Provide Content Analytics capabilities which exist as part of the system.
		c)	Allow reports to be saved for future reuse
		d)	Provide non-technical users with the ability to build reports.
2.23	Resources	a)	Provide a project and implementation plan for deployment and implementation of the software solution within 90 days.
		b)	Be easily customizable, and the UI be modified without writing code
		c)	Be easily deployed and be up and running within weeks
2.24	Training	a)	User interfaces should be intuitive and require minimal training for the end users
		b)	The vendor should provide online ongoing training as needed

		c)	The vendor should take a minimum of 4 officers for extensive technical training
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No	Item Description		Requirements
		d)	On-site training for users and advanced training for administrators should be available during software installation. A detailed training schedule to be provided.
		e)	The on-site training should be available on an on-going basis
		f)	The training should be customized to meet the needs of the University
		g)	Training manuals, i.e., software procedure manuals, should be provided during the training.
2.25	Architecture	a)	The system should be scalable
		b)	The system should be capable of integrating with other existing systems
2.26	System Technical Support	a)	The EDRMS should have a local source of software support
		b)	The local support technicians should either be employees of the vendor or employees of a third party support group
		c)	The vendor company should fully support customized software
2.27	ICT Service Desk/Helpdesk Availability:	a)	A Help Desk offering live telephone support should be available during normal business hours for this system when live usage starts
		b)	Live Help Desk support should be available 24/7
		c)	A Web site dedicated to interactive Help Desk functions should be available
		d)	A web site dedicated to ongoing support of the system should be provided by the vendor
2.28	On-Site Support	e)	When on-site support is needed, the guaranteed response time should be: Same day as initial call and Next business day
		a)	A staff member dedicated to software support should be available during normal business hours
		b)	The support should be available 24 hours/day, 7 days/week
		c)	The on-line HELP should be available at the screen level
		d)	Field level on-line help should be available at all times
		e)	The vendor should provide Post-Implementation support (on-site support after GO-LIVE).
		f)	The vendor should provide telephone support (including toll-free support hotline, hours of operation, availability, etc.).
		g)	The vendor should have "levels" of customer support (e.g., gold, silver, etc.).
		h)	The vendor should have escalation policy and procedures for system problems, issues, and "bugs".
		i)	The vendor should have an upgrade process, path, and recent upgrade release timeframes
		j)	The vendor should have the ability to assist the University in recreating an operational system after any event that renders the system completely unusable.
2.29	System Licensing	a)	Open-source licensing model
2.30	Digital Signatures	a)	Mechanism to sign electronic documents stored in the EDRMS
		b)	Signature mechanism that can serve as a timestamp to register reliably when the document is signed, by who and how.

3. EVALUATION CRITERIA

After opening, the bids will be evaluated in five stages namely:

- 1) Determination of Responsiveness.
- 2) Detailed Technical Examination and Evaluation.
- 3) Financial Evaluation.
- 4) Post qualification: Due diligence.

3.1. STAGE 1:- Determination of Responsiveness

This stage of evaluation shall involve examination of the pre-qualification conditions as set out in the Request for Proposal (RFP) document.

The mandatory conditions included in the RFP document.

The University may seek further clarification/confirmation if necessary to confirm authenticity/compliance of any condition of the bid.

3.2. STAGE 2: – Detailed Technical Examination

The bid document shall be examined based on clauses in the RFP document and may also include:

NO	PARAMETER	COMPLIANCE
1.	Confidential business questionnaire	Yes/No
2.	Is the producer/ developer of the solution or has authorization as a reseller	Yes/No
3.	Key personnel	Yes/No
4.	Contracts of similar nature completed in the last Five (5) years	Yes/No
5.	Schedules of on-going projects	Yes/No
6.	Evidence of Financial Resources	Yes/No
7.	Does the software provide Open source licenses	Yes/No

Bidders must have a Yes in all the compliance parameters.

3.2.1. Technical Requirements Evaluation

- a) The Open-Source software should meet the detailed functional requirements outlined in section 2
- b) The bidders will be called upon to demonstrate practically how their proposed solution meets the functional requirements outlined in Section 2
- c) The bidder should indicate how their software meets the requirements below:

CHARACTERISTICS	Mandatory Requirements	Bidder Response	Yes/No
Suitable for	Corporate environments that require availability and reliability where intellectual capital is		
Size of repository	All		
Number of users	Without limit		
Support			
Remote	Guaranteed response time. Follow-up calls and incidences, updates,		
Incidences	Yes (Immediate resolution. Tracker through a Web service		
Telephone	Yes		
Local office	No		
Quarterly reviews	Yes		
Updates and maintenance	Yes		
Installation			
Certified installation	Yes		
Backup	Yes		
Amazon Web Services	Yes		
Operating systems			
Windows Server	Yes		
Debian	Yes		
Ubuntu	Yes		
Linux Mint	Yes		
Red Hat	Yes		
CentOS	Yes		
Fedora	Yes		
Others	Yes		
Databases			
HSQL	No		

CHARACTERISTICS	Requirement	Bidder Response	Yes/No
H2	No		
MySQL	Yes		
PostgreSQL	Yes		
MS SQL Server	Yes		
Oracle	Yes		
Exposed API			
CMIS	Yes		
SOAP	No		
REST	Yes		
General Features			
WebDAV	Yes		
CIFS	Yes		
FTP	Yes		
Preview	Yes		
Workflow	Yes		
JasperReports	Yes		
OCR	Yes		
Antivirus	Yes		
Metadata	Yes		
Search engine	Yes		
Versioning	Yes		
UI for mobile devices	Yes		
HTML5 Drag & drop	Yes		
Bulk upload	Yes		
Programmable automatic cataloging	Yes		
Intelligent extraction of keywords	No		
Text to speech converter	Yes		
Metadata navigation	Yes		
Upside down scanned pages	Yes		
Smart tasks	Yes		
Extended security	Yes		
Performance stats	Yes		
Pagination	Yes		
Operations with multiple files	Yes		
Text extractors	Yes		
Native client of Android	Yes		
Advanced preview	Yes		

CHARACTERISTICS	Requirement	Bidder Response	Yes/ No
Store raw mails	Yes		
Support mails in eml and msg	Yes		
Merge PDF	Yes		
Task manager	Yes		
Calendar	Yes		
PDF tools	Yes		
Advanced configuration			
Cluster configuration	Yes		
Safe clean trash	Yes		
Automatic expurgation	No		
Disposition	Yes		
Customized interface	Yes		
Business classification	Yes		
Heritage in the fileplan records	Yes		
Dynamic security with metadata	Yes		
Conversion to PDF/A	Yes		
Modules			
Tenant	Yes		
Zonal OCR	Yes		
OMR - Optical Mark Recognition	Yes		
Certified digitization	No		
Record management	Yes		
File plan	Yes		
Plugins architecture			
Smart tasks	Yes		
Text extractors	Yes		
Document converters	Yes		
Antivirus	Yes		
General security analyzer	Yes		
Automatic records catalog	Yes		
Disposition in records	Yes		
Security records analyzer	Yes		

Complex validation of forms	Yes		
Dynamic values in forms	Yes		
Zonal OCR parsers	Yes		

CHARACTERISTICS	Requirement	Bidder Response	Yes/ No
Authentication with third parties	No		
Extensible REST API	Yes		
Document versioning	Yes		
Metadata view	Yes		
Data in the results view	Yes		
Extensions			
AutoCAD preview	No		
Restricted download buttons	Yes		
Stamp and watermark images	Yes		
Electronic signature	Yes		
Cryptography	Yes		
Contacts	Yes		
Activity log	Yes		
Forums	Yes		
Wiki	Yes		
Expiration of documents	Yes		
Macros	Yes		
Merge files	Yes		
Live edit	Yes		
HTML Editor	Yes		
Workflow log	Yes		
Comparison between two versions of a document	Yes		
Text extracted	Yes		
Clients			
Desktop Synchronization Client	Yes		
Digital Signature Client	Yes		
Scanner Client	Yes		
Virtual Printer	Yes		
Scan Station	Yes		
SDK			
SDK for Java	Yes		
SDK for .NET	No		

MS Office Add	No		
MS Word	No		
MS Excel	No		
MS Power Point	No		
CHARACTERISTICS	Requirement	Bidder Response	Yes/No
MS Outlook	No		
MS Visio	No		
Integration			
Kofax	Yes		
Abby Flexicapture	Yes		
Flexibar	Yes		
1D/2D barcode reader	Yes		
Active Directory	Yes		
LDAP	Yes		
CAS (authentication)	No		
Barcodes			
Codebar	Yes		
Code 39	Yes		
Code 93	Yes		
Code 128	Yes		
EAN-8 and EAN-13	Yes		
ITF	Yes		
UPC-A and UPC-E	Yes		
RSS-14	No		
RSS Expanded	Yes		
Extensible to other formats	Yes		
2D / Matrix Barcodes			
Data Matrix	Yes		
PDF 417	Yes		
QR Code	Yes		
Aztec	Yes		
Extensible to other formats	Yes		

3.3. STAGE 3: - Financial Evaluation

Bidders who are successful at preceding stages of evaluation will have their prices compared and award recommended to the lowest evaluated responsive bid.

Conversion to a single currency

Where other currencies are used, the procuring entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

3.4. STAGE 4: - Post-Qualification

The evaluation committee may, after bid evaluation, but prior to the award of the bid, conduct due diligence and present the report in writing to confirm and verify the qualifications of the bidder who submitted the lowest evaluated responsive bid to be awarded the contract in accordance with relevant procurement laws and regulations.

The conduct of due diligence may include obtaining confidential references from persons with whom the bidder has had prior engagement.

To acknowledge that the report is a true reflection of the proceedings held, each member who was part of the due diligence by the evaluation committee shall-

- (a) Initial each page of the report; and
- (b) Append his or her signature as well as their full name and designation.

SECTION VII - STANDARD FORMS

Notes on the standard Forms

1. **Form of Tender** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form-** The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.

PRICE SCHEDULE OF SERVICES

Name of Tender: **Purchase of Professional License for Electronic Document and Record Management Software (EDRMS- Software)**

Tender Number: **UON/T/23/2020-2021**

Based on the information contained in the Description of Services, Tenderers should provide a breakdown of costs in the format shown below.

No	Item	Unit	Qty	Unit Cost (Ksh/USD)	Total cost (KSh/USD)
1	EDMRS SOFTWARE	No	1		
	Total				

Signature and Rubber Stamp of tenderer

4.1 FORM OF TENDER

Date _____

Tender No. _____

To: _____
[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. [insert numbers].the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... (insert equipment description) in conformity with the said tender documents for the sum of Kshs.....
..... (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by(Procuring entity).

4. We agree to abide by this Tender for a period of [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>Plot No,Street/Road.....</p> <p>Postal addressTel No.</p> <p>Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers</p> <p>Branch.....</p>
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	Part 2 (a) – Sole Proprietor																									
	Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details																									
	Part 2 (b) – Partnership																									
	Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.	3.					
	Name	Nationality	Citizenship details	Shares																						
1.																						
2.																						
3.																						
	Part 2 (c) – Registered Company																									
	Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship details	Shares																						
1.																						
2.																						
3.																						
4.																						
	Date.....Signature of Candidate.....																									

CONTRACT FORM

THIS AGREEMENT made the ___ day of ____ 20 ___ between.....[name of procurement entity] of[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Notification and acceptance of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

Signed, sealed, delivered by _____ the _____ (for the tenderer)

