



GARISSA UNIVERSITY COLLEGE
(A constituent college of Moi University)

REQUEST FOR PROPOSAL TO SUPPLY, DELIVER, INSTALL, TRAIN, TEST AND COMMISSION AN INTEGRATED ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM.

Garissa University College (GUC) is a State Corporation established under the Legal Notice No. 116 of 2011 and guided by the Universities Act, 2012. The primary mandate of the University College is to nurture talent through research, innovation, consultancy, community outreach, entrepreneurship, imparting knowledge and skills to meet the needs of the society.

GUC now requests for proposal from eligible and qualified suppliers to Supply, Deliver, Install, Train, Test and Commission an Integrated Enterprise Resource Planning (ERP) System. Interested bidders should provide information in their RFP indicating their suitability to perform the assignment by show of relevant documentary evidence of past similar accomplishments. To be eligible the firms must provide the following minimum criteria:

- 1) Provide mandatory statutory documents and requirements i.e. Copies of Tax Payer Registration (PIN/VAT), Certificate of Incorporation/Reg., Valid Tax compliance certificate and ensure that the tenderers' submission is serialized i.e. with page numbers
- 2) Provide evidence of minimum (4) four successfully completed contracts of similar nature within the last five years
- 3) Demonstrate financial and organizational strength by attaching audited accounts for the last (3) three years
- 4) Provide company profile with firm's background, physical address, telephone contacts, facilities, organizational structure, directors and key staff to include experience and qualifications, products and services provided
- 5) If a reseller, provide letter of authorization from the vendor of the proposed solution. This should be demonstrated over a minimum of **one** years prior to the date of this tender notice.
- 6) Provide reference letters and contact details of 5 (five) corporate clients
- 7) Demonstrate the ability, capacity and experience to undertake the assignment
- 8) Provide signed curriculum Vitae of at least 5 key personnel with software and hardware skills relevant to the project. The 5 must have participated in some of the references indicated. In addition must have local certified staff for after sales support based in Kenya

N.B Bidders are advised not to mix Technical and Financial proposals. Bidder submitting a combined tender proposal comprising of both the Technical and Financial Bids SHALL be treated as NOT RESPONSIVE & hence automatically disqualified.

Interested and eligible firms may contact the Procurement Officer, Garissa University College for any clarification of the Request for Proposal (RFP).

Proposals should be delivered to the address below on or before 10.30 AM on 06.12.2016 clearly marked, **Tender No. GUC/ERP/002/2016-2017: "Request for Proposal to Supply, Deliver, Install, Train, Test and Commission an Integrated Enterprise Resource Planning (ERP) System."** Do not open before 10.30 AM, 05.12.2016. Complete application documents should be addressed to:

Principal Garissa University College
P.O. Box 1801 – 70100, Garissa
www.garissauniversity.ac.ke

Or be deposited in the tender box located at Administration Block of Garissa University College, Garissa, so as to be received **on or before 06.12.2016 at 10.30 AM**. Request for Proposal documents shall be opened immediately thereafter in the presence of bidders who may wish to witness the opening.

Youth, Women and persons with disability are encouraged to apply

PRINCIPAL
GARISSA UNIVERSITY COLLEGE