

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF SIAYA
DEPARTMENT OF FINANCE, ECONOMIC PLANNING & VISION 2030
(Office of the Director Supplies Chain Management)**

**EXPRESSION OF INTEREST FOR SUPPLY AND INSTALLATION OF AN
INTEGRATED REVENUE MANAGEMENT SYSTEM FOR THE COUNTY
GOVERNMENT OF SIAYA**

EOI NO. CGS/SCM/FIN/2017-2018/001

INTRODUCTION

The County Government of Siaya (CGS) wishes to implement a revenue collection and management system that will provide the most appropriate and cost effective solutions to meet and exceed county revenue collection. The proposed solution must be fit-for-purpose for use at the county, must seal revenue leakages and must be agile to provide fall backs in the event of downtime.

Interested ICT Solutions Providers registered in Kenya are invited to submit an Expression of Interest (EOI) for the above System. The EOI must provide information indicating the solution to be supplied, professional capabilities and experience to supply, deliver, implement, support, and operate a revenue collection and management system

SCOPE OF THE ASSIGNMENT

The scope of services for the revenue collection and management system will include but not limited to:-

- (i) Conducting a review with regard to revenue collection, analyse current systems and recommend future revenue management solutions for the County
- (ii) Provide guidance and support on any pre-implementation activities that CGS needs to undertake in readiness for the roll out of the solution e.g. registration of market stalls, mapping and profiling of revenue sources etc.
- (iii) Design, develop, deploy, test and commission a convenient, reliable, and secure electronic revenue collection and management system cable of taking on board all revenue streams charged within the CGS's jurisdiction, incorporating cashless payment methods (Mobile, Card, E-wallets, Banks etc) with options for cash transactions in case of systems downtime. This includes the hardware infrastructure
- (iv) Support and maintenance
- (v) Facilitate supervision, monitoring and enforcement of policy in revenue collection.
- (vi) Operation of the system
- (vii) Carry out appropriate system integration with existing internal and external applications currently in use at the CGS, and perform data migration and clean-up of existing data
- (viii) User and Technical raining

REQUIREMENTS

Statutory

- 1) Firm's legal status: Submit a copy of certificate of Registration/Incorporation and provide a company profile detailing history, organization structure and products/services offered.
- 2) Fulfilment of Social obligations: Submit copy of a Valid Tax Compliance certificate

Financial and Technical Capability

- 1) Candidates should demonstrate understanding and capability to undertake the project by providing a detailed description of their understanding of the assignment, how they propose to undertake the assignment and expected components of the assignment as per the scope above.
- 2) A minimum number of similar contracts specified below that are ongoing or have been satisfactorily and substantially completed during the last two (2) years:

Either:-

- (i) One contract with a minimum value of at least Kshs. 50 Million; OR
- (ii) two contracts with a minimum value of Kshs. 25 Million each; OR
- (iii) three contracts with a minimum value of Kshs. 16.5 Million each.

Submit a brief overview of projects of similar scope, methodology and implementation, either ongoing or successfully implemented with contact persons and references (letters of introduction, recommendations of good performance or guarantees) from the organisations they are being/were implemented. These should include necessary evidence i.e. copies of contracts, LPOs, completion certificates etc.

- 3) Prospective candidates must have done at least one similar project in Kenya for a County Government or Government Revenue Collection Agency
- 4) Liquidity: The Bidder shall demonstrate that they have access to, or have available, liquid assets, lines of credit or other financial means sufficient to meet cash flow requirements of Kshs. 10 million or equivalent.
- 5) Average Annual Turnover: Evidence of minimum average annual turnover of Kshs. 10 million or equivalent calculated as total certified payment received for contracts in progress or completed within the last two years.
- 6) Submission of audited balance sheets or other financial statements acceptable to the County Government of Siaya reported within the last eighteen months.

- 7) Demonstrate competence of technical staff: Provide CVs showing competence and skills of technical staff and project managers involved in implementation of similar systems who will be directly engaged in the project.
- 8) ICT Solutions Providers should demonstrate partnership with a relevant research based organization

The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their EOI submissions that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in consequences provided in the Public Procurement and Asset Disposal Act, 2015.

MODE OF APPLICATION

Interested consulting firm(s) with relevant qualification and experience are invited to submit their expression of interest (EOI) for this assignment. Shortlisting will be conducted using the Government of Kenya procurement procedures. Shortlisted candidates will be selected on the basis of the expression of interest submitted and invited to prepare a detailed Request for Proposals.

Completed Expression of Interest documents are to be enclosed in plain sealed envelopes, clearly marked with the EOI identification number and name and be deposited in the Tender Box provided at the main entrance of **ALEGO USONGA SUB-COUNTY OFFICES** within Siaya Town or be addressed and posted to:

**The County Secretary
County Government of Siaya
P.O. Box 803 - 40600
SIAYA**

so as to be received **on or before 5th, July, 2018 at 12.00 noon.**

The EOI applications will be opened immediately thereafter in the presence of Candidates or their representatives who choose to attend at the **Alego Usonga Sub-County Offices**. Late submissions will be rejected

Director, Supply Chain Management
For: COUNTY SECRETARY