

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF SIAYA

PRE-QUALIFICATION DOCUMENT

FOR

SUPPLY, INSTALLATION AND MAINTENANCE OF AN INTEGRATED REVENUE MANAGEMENT SYSTEM FOR THE COUNTY GOVERNMENT OF SIAYA

PRE-QUALIFICATION REF.

CGS/SCM/PREQ/FIN/2022-2023/01

CHIEF OFFICER
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SIAYA

COUNTY SECRETARY
COUNTY GOVERNMENT OF SIAYA
P.O. BOX 803-40600
SIAYA

April, 2023

**PRE-QUALIFICATION OF ICT SOLUTIONS PROVIDERS FOR SUPPLY,
INSTALLATION AND MAINTENANCE OF AN INTEGRATED REVENUE
MANAGEMENT SYSTEM FOR THE COUNTY GOVERNMENT OF SIAYA**

PREQUALIFICATION REF. NO.: CGS/SCM/PREQ/FIN/2022-2023/01

INTRODUCTION

The County Government of Siaya (CGS) seeks to acquire an innovative revenue collection and management system for integrating and enhancing all streams of Own-Source-Revenue. The system must be fit-for-purpose and shall have the ability to identify, collect and fully optimize revenue collection and seal revenue leakages while increasing the operational efficiency for various county services and must also be agile to provide fall backs in the event of downtime.

The County intends to enter into a partnership (revenue share model) arrangement with the service provider.

Interested ICT Solutions Providers registered in Kenya are invited to submit Pre-qualification applications for Supply, Installation and Maintenance of the System. At the minimum, the System should have the following functionalities: -

- Provide citizens with convenient and secure online payment options for the different services provided by the county
- The proposed solution should be web-based and must have a modular design in which each need will be addressed individually to ensure that all needs are dealt with effectively.
- Provision of a secure and hassle-free integrated payment gateway solution to identify and authorize payments through a secure settlement of data to and from digital/online portals or channels to banks.
- Provide a mechanism for the County to identify, deduct and remit on a real-time basis, applicable revenue in full including all digital or online transactions between merchants and county and demonstrate compliance with CRA revenue collection guidelines
- Provide an interface that will integrate all own source revenue streams for data sharing purposes and the management of client data.
- The ability for the County to monitor both walk-in and online transactions between customers and the county departments, with Business intelligence Tools to enable revenue forecasting, variance analysis
- The solution should provide for analytics and dashboarding/reporting in real-time and have audit trail capabilities.
- The proposed solution should be able to process (store, analyze and collaborate) large volumes of data (Enterprise – Big Data) in an effective and holistic manner, providing an accurate overview of all data in relation to supporting information modules
- The system shall minimize cash handling at County’s revenue collection points, and can map out revenue sources by use of GIS

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 training

REQUIREMENTS

The applicants 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.

N^o.	Pre-Qualification Subject	Pre-qualification Requirement	Submission Requirement
1	Applicants overview	Applicant(s) profile	Provide company profile detailing history, organization structure and products/services offered.
2	Statutory: Applicants Legal Status	Certificate of Registration/Incorporation The Company must have been operational for a minimum of five (5) years	Submit a copy
3	Fulfilment of Social obligations	Valid Tax Compliance Certificate issued by Kenya Revenue Authority	Submit a copy
4	Licensing	Valid Registration or License from the following relevant authorities; <ul style="list-style-type: none">▪ CA,▪ ICTA,▪ Data Privacy,▪ CBK	Submit certified copies

N ^o .	Pre-Qualification Subject	Pre-qualification Requirement	Submission Requirement
5	Scope of the assignment	Applicants to fully understand the scope	Applicants to demonstrate understanding and capability to undertake the project by providing a detailed description of their understanding of the scope.
6	System Functionalities	Proposed system to have, at a minimum, the functionalities specified above	Applicants to comprehensively demonstrate understanding of the minimum system functional requirements and how their proposed systems comply by providing brief comments on the functionalities.
7	Experience	Applicants to have adequate experience in providing similar services	<p>Submit a brief overview of projects of similar scope, methodology and implementation, either ongoing or successfully implemented within the last five (5) years.</p> <p>The Experience shall be in at least one (1) similar project undertaken in Kenya for a County Government or Government Revenue Collection Agency</p>
8	References	Reference from satisfied clients	<p>Submit references / recommendation letters for clients identified in (7) above with details of contact persons that shall include name, title, Tel. No. and email.</p> <p>Also necessary evidence, i.e. copies of contracts, LPOs, completion certificates etc.</p>
9	Technical staff	Details of Technical Staff	Demonstrate competence of technical staff: Provide a list and 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.
10	Partnerships	Provide information on list of partners or joint ventures with whom the firm will implement the assignment	<p>Provide a Joint Venture Agreement (Teaming Agreement) which clearly defines the roles and responsibilities of each party in the Joint Venture for the assignment</p> <p><i>NB: only applicable for Joint Venture arrangement</i></p>
11	Application Software and Enterprise Database	Information of ownership of application software and enterprise database	Self-Declaration that the applicant(s) is the developer of the software or evidence of license/authorization from the developers
12	Any other relevant Information		

NB: For Joint Ventures, all members shall submit documentation for requirement Nos. 1, 2 and 3.

MODE OF APPLICATION

Interested consulting firm(s) with relevant qualification and experience are invited to submit their Pre-qualification applications for this assignment. Shortlisting will be conducted using the Government of Kenya procurement procedures. Shortlisted candidates will be selected on the basis of the applications submitted and will be issued with a detailed tender document.

Completed Pre-qualification applications are to be enclosed in plain sealed envelopes, clearly marked with the Pre-qualification 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 19th April, 2023 at 12.00 noon.**

The Pre-qualification 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

3.04.23