

REQUEST FOR QUOTATION

Development of Aggregator Evaluation & Management Tool (AEMT)

RFQ Reference KE-ZEP-RE-304028-GO-RFQ

Country: Kenya

Date Issued: June 7, 2024

SECTION 1: LETTER OF INVITATION

ZEP-RE (PTA Reinsurance Company) was created under the auspices of the Preferential Trade Area (the precursor to COMESA). The reinsurer was mandated to promote insurance and reinsurance trade through the creation of capacity, training of the region's insurance personnel, provision of technical services and the re-investment of premium funds within the region. When PTA became COMESA, ZEP-RE was recognized as one of its institutions under Article 174. ZEP-RE is the French acronym for PTA Reinsurance Company and which translates to 'Compagnie de Réassurance de la Zone Préférentielle', established in 1990 in Mbabane through an Agreement of Heads of State. The Company started operations in August 1992, with its headquarters in Nairobi, Kenya.

With this mandate to increase insurance and reinsurance trade, ZEP-RE has focused efforts on supporting the largest sector in the region, Agriculture. Through various initiatives in the sector, ZEP-RE is engaged as an implementing partner for the regional DRIVE project in the Horn of Africa.

De-Risking, Inclusion and Value Enhancement of pastoral economies in the Horn of Africa Project (DRIVE), a regional project currently being implemented in four countries, Djibouti, Ethiopia, Kenya, and Somalia, with the potential to scale to other regions. The Project is supported by the World Bank. The Project Development Objectives (PDO) are to enhance pastoralists' access to financial services for drought risk mitigation, include them in the value chains, and facilitate the livestock trade in the Horn of Africa.

The Zep-Re (PTA Reinsurance Company) now invites qualified software development firms (“developers”) to submit proposal in accordance with section 5, schedule of requirements. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Firms

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of requirements (terms of reference)

Section 6: Proposal Submission Forms

- Form A: Checklist
- Form B: Proposal Submission
- Form C: Firms Information
- Form D: Joint Venture/Consortium/Association Information
- Form E: Eligibility and Qualification
- Form F: Technical Proposal & Price schedule

If you are interested in submitting a proposal in response to this RFQ, please prepare your proposal in accordance with the requirements and procedure as set out in this RFQ and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Firms may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A firm will be selected in accordance with the selection criteria in section 4 *and* as set out in the [World Bank Procurement Regulations for IPF Borrowers, November 2020 and revised September 2023](#).

Further information can be obtained at the address below during office hours 8:00 AM to 4:00PM from Monday to Friday. Proposals must be sent to the email address below by July 11, 2024, at 4:00 pm EAT.

Attn: Alexio Manyonde
Chief Technology Officer
Zep-Re (PTA Reinsurance Company)
procurement@zep-re.com

We look forward to receiving your proposal.

SECTION 2: INSTRUCTIONS TO FIRMS

GENERAL	
1. Objective of the assignment	To solicit proposals from qualified software development firms to provide software developers and business analysts to design, develop, and implement a comprehensive software solution tailored to our specific business needs and extend our internal software development team. The selected firm will demonstrate expertise in delivering innovative, scalable, and user-friendly software applications, ensuring high performance, security, and maintainability. This assignment aims to identify a partner who can provide skilled staff to work with the ZEP-RE software and business development team that can develop end-to-end digital solutions for the DRIVE project, including requirements analysis, system design, coding, testing, deployment, and ongoing support. The goal is to enhance our operational efficiency, improve user experience, and drive the growth of the DRIVE project through the deployment of a robust and reliable digital inclusivity platform.
2. Interpretation of the RFQ	Any proposal submitted will be regarded as an offer by the firms and does not constitute or imply the acceptance of the proposal by Zep-Re. Zep-Re is under no obligation to award a contract to any firms as a result of this RFQ.
3. Proprietary information	The RFQ documents and any specifications, or information issued or furnished by Zep-RE are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose.
SOLICITATION DOCUMENTS	
4. Clarification of solicitation documents	Firms may request clarifications on any of the RFQ sections no later than the date indicated in Section 3: Data Sheet. Request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official. Zep-Re will provide the responses to clarifications through the method specified in Section 3: Data Sheet. ZEP-RE shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of ZEP-RE to extend the submission date of the Proposals, unless ZEP-RE deems that such an extension is justified and necessary.
5. Amendment of solicitation documents	At any time prior to the deadline of proposal submission, ZEP-RE may for any reason, such as in response to a clarification requested by a firm, modify the RFQ in the form of an amendment to the RFQ. Amendments will be made available to all prospective firms. If the amendment is substantial, ZEP-RE may extend the deadline for submission of the proposal to give the firms reasonable time to incorporate the amendment into their Proposals.
PREPARATION OF PROPOSALS	
6. Cost of preparation of proposal	The firms shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. ZEP-RE shall not be

	responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	The proposal, as well as all related correspondence exchanged by the firms and ZEP-RE, shall be written in the language(s) specified in Section 3: Data Sheet.
8. Documents comprising the proposal	The proposal shall comprise the following documents and related forms which details are provided in Section 3: Data Sheet: a) Documents establishing the eligibility and qualifications of the firms; b) Technical proposal c) Price Schedule
9. Documents establishing eligibility and qualifications of the firms	The firms shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 6 and providing the documents required in those forms. To award a contract to a firm, its qualifications must be documented to ZEP-RE's satisfaction.
10. Technical proposal	The firms are required to submit a technical proposal and price schedule against the requirements in section 5.
11. Price Schedule	<ul style="list-style-type: none"> ● The price to be quoted shall be the total price of the proposal, including applicable taxes and any discounts offered. ● Prices quoted by the firms shall be fixed during the firm's performance of the contract and not subject to variation on any account unless otherwise specified in Section 3: Data Sheet. ● A proposal submitted with an adjustable price shall be treated as non-compliant and shall be rejected.
12. Proposal currencies	All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: <ul style="list-style-type: none"> ● ZEP-RE will convert the currency quoted in the proposal into the ZEP-RE preferred currency, in accordance with the prevailing ZEP-RE Operational Rate of Exchange on the date of the proposal closure; and ● If ZEP-RE selects a proposal for the award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, ZEP-RE shall reserve the right to award the contract in the currency of ZEP-RE's preference, using the conversion method specified above.
13. Duties and taxes	All prices shall: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
14. Proposal validity period	Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of Proposals. A proposal valid for a shorter period may be rejected by ZEP-RE and rendered non-responsive.

	During the proposal validity period, the firms shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.
15. Joint Venture, Consortium or Association	<p>If the firms are a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the proposal; and • if they are awarded the contract, the contract shall be entered into by and between ZEP-RE and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of ZEP-RE.</p> <p>If a JV, Consortium or Association's proposal is the proposal selected for award, ZEP-RE will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p>
16. Pre-proposal conference	<p>A pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only.</p>
17. Errors or omissions	Firms shall immediately notify ZEP-RE in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFQ, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.
SUBMISSION OF PROPOSALS	
18. Instruction for proposal submission	<p>The firms shall submit a duly signed and complete proposal comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Proposal. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The proposal shall be signed by the firms or person(s) duly authorized to commit the firms.</p>
19. Deadline for proposal submission	<p>Complete Proposals must be received by ZEP-RE in the manner, and no later than the date and time, specified in Section 3: Data Sheet.</p> <p>ZEP-RE may, at its discretion, extend this deadline for the submission of Proposals by amending the solicitation documents. In this case, all rights and obligations of ZEP-RE and firms subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>

20. Withdrawal, substitution and modification of Proposals	<p>A firms may withdraw its proposal after it has been submitted at any time prior to the deadline for submission by sending a written notice to ZEP-RE, duly signed by an authorized representative. All notices must be submitted in the same manner as specified for submission of Proposals, by clearly marking them as “WITHDRAWAL”.</p> <p>However, after the deadline for proposal submission, the Proposals shall remain valid and open for acceptance by ZEP-RE for the entire proposal validity period, as may be extended.</p>
21. Late Proposals	<p>Any proposal received by ZEP-RE after the deadline for submission of Proposals will not be considered.</p>
EVALUATION OF PROPOSALS	
22. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to firms or any other persons not officially concerned with such process, even after publication of the contract award.</p>
23. Evaluation of Proposals	<p>ZEP-RE shall evaluate proposals using only the criteria defined in this RFQ. No other criteria or methodology shall be permitted.</p> <p>ZEP-RE shall conduct the evaluation solely based on the Proposals received according to the evaluation criteria in Section 4.</p> <p>Evaluation of Proposals shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Evaluation of eligibility and qualification b) Evaluation of technical Proposals c) Evaluation of prices of Proposals found to be substantially compliant
24. Evaluation of eligibility and qualification	<p>The eligibility and Qualification of the firms will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4.</p>
25. Evaluation of technical Proposals	<p>Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the proposal varies in one or more aspect/s from the minimum schedule of requirements specified in Section 5, the proposal will not be considered substantially compliant and will not be evaluated further.</p>
26. Evaluation of prices	<p>The prices of Proposals found to be substantially compliant will be compared to identify the most substantially compliant proposal which represents the lowest overall costs to ZEP-RE.</p>
27. Clarification of Proposals	<p>ZEP-RE may request clarification or further information in writing from the firms at any time during the evaluation process. The firms’ responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by ZEP-RE in the evaluation of the Proposals.</p> <p>ZEP-RE may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p>
28. Nonconformities, reparable errors and omission	<p>Provided that a proposal is substantially responsive, ZEP-RE may waive any non-conformities or omissions in the proposal that, in the opinion of ZEP-RE, do not constitute a material deviation. These are a matter of form and not of substance and</p>

	<p>can be corrected or waived without being prejudicial to other firms.</p> <p>Provided that a proposal is substantially responsive ZEP-RE may request the firms to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the firms to comply with the request may result in the rejection of its proposal.</p>
29. Right to accept any proposal and to reject any or all Proposals	ZEP-RE reserves the right to accept or reject any proposal, and to annul the process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to the affected firms or firms or any obligation to inform the affected firms or firms of the grounds for ZEP-RE's action. ZEP-RE shall not be obliged to award the contract to the lowest priced offer.
AWARD OF CONTRACT	
30. Award criteria	<p>In the event of a Contract award, ZEP-RE shall award the contract to a firm who has been determined as eligible and qualified and whose proposal has been determined to be the lowest-priced, substantially compliant offer to the RFQ.</p> <p>ZEP-RE reserves the right to conduct negotiations with the firm recommended for the award on the content of their proposal.</p>
31. Right to vary requirement at time of award	At the time the Contract is awarded, ZEP-RE reserves the right to increase or decrease the scope of services originally specified in Section 5: Schedule of Requirements, provided it does not exceed 25% of the original scope.
32. Notification of award	Prior to the expiration of the period of proposal validity, ZEP-RE will notify the successful firm in writing by email, that its proposal has been accepted.
33. Debriefing	If a firm is unsuccessful, the firms may request a debriefing from ZEP-RE. The purpose of the debriefing is to discuss the strengths and weaknesses of the firm's submission, to assist the firms in improving its future Proposals for ZEP-RE procurement opportunities. The content of other Proposals and how they compare to the firm's submission shall not be discussed.
34. Performance security	<p>The successful firms, if so, specified in Section 3: Data Sheet shall furnish performance security in the amount and form specified therein, within the specified number of days after receipt of the contract from ZEP-RE. Banks issuing performance securities must be acceptable to the ZEP-RE, i.e. banks certified by the central bank of the country to operate as a commercial bank. Failure of the successful firms to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award.</p> <p>In that event ZEP-RE may award the contract to the next lowest evaluated firms, whose offer is substantially responsive and is determined by ZEP-RE to be qualified to perform the contract satisfactorily.</p>

SECTION 3: DATA SHEET

The following specific data shall complement, supplement, or amend the Provisions in Section 2: Instructions to Firms. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Firms.

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Eligible firms	Firms from all countries are eligible to proposal.
2.	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents: Focal Person: Andrew Zimba, Digital Solutions Lead Address: ZEP-RE Place at Longonot road, Upper hill, Nairobi E-mail address: procurement@zep-re.com</p> <p>ATTENTION: CLEARLY INDICATE EMAIL SUBJECT LINE "REQUEST FOR CLARIFICATION" AND RFQ REFERENCE NUMBER.</p> <p>Deadline for submitting requests for clarifications/questions: Date: 14-Jun-24 Time: 17:00 Time zone: East Africa Time (EAT)</p> <p>Manner of disseminating supplemental information to the RFQ and responses/clarifications to queries: Direct communication to prospective Firms by email and posting on the ZEP-RE Website.</p>
3.	Language	All Proposals, information, documents and correspondence exchanged between ZEP-RE and the firms in relation to this proposal process shall be in English .
4.	Price adjustment	The price quoted by the proposer shall not be subject to adjustment during the performance of the contract.
5.	Partial Proposals (lots)	<p>Partial proposals shall not be allowed. Proposers must quote prices for the total requirement requested under Section 5. Schedule of Requirements.</p> <p>Evaluation will be done for the total requirement.</p>
6.	Proposal currencies	Prices shall be quoted in Kenya Shillings
7.	Duties and taxes	All prices shall: Be inclusive of VAT and other applicable indirect taxes.
8.	Proposal validity period	90 days
9.	Proposal security	Not required.
10.	Alternative Proposals	Not Allowed

11.	Pre-proposal conference	Will be conducted.
12.	Instruction for proposal submission	<p>Allowable manner of submitting proposals:</p> <p><input type="checkbox"/> e-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / hand delivery</p> <p>SUBMISSION BY EMAIL:</p> <p>Proposal submission address: procurement@zep-re.com</p> <p>PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ It is recommended that the entire proposal be consolidated into as few attachments as possible. ▪ The firms should receive an email acknowledging email receipt.
13.	Deadline for proposal submission	Date: 21-Jun-24, 16:00 hrs East Africa Time
14.	Proposal opening	<input checked="" type="checkbox"/> Public proposal opening will not be held
15.	Expected date for commencement of contract	31-Aug-24
16.	Type of contract to be awarded	Framework Agreement
17.	Performance security	Not Required
18.	Advance payment	Not Allowed

SECTION 4: EVALUATION CRITERIA

A. Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Firms is a legally registered entity	Form C: Firms Information
Confirmation of Proposal Validity	Form B
Vendor is not suspended, nor otherwise identified as ineligible by the World Bank Group or any other International Organisation.	Form B: Proposal Submission
Certificates and Licences: <ul style="list-style-type: none"> Valid Registration Certificates Official appointment as local representative, if firms is submitting a proposal on behalf of an entity located outside the country. 	Form C: Firms Information
Qualification Criteria	Documents to establish compliance
Previous Relevant Experience Please list only previous similar assignments successfully completed in the last 3 years.	Form E: Eligibility and Qualification Form

B. Technical Evaluation Criteria

Criteria	Documents to establish compliance
Technical proposal is substantially compliant and do not contain any material deviation(s) from the minimum requirements in in Section 5: Schedule of Requirements.	Technical Proposal
Price comparison shall be based on rate per resource per week, including applicable tax	Financial Proposal

SECTION 5: SCHEDULE OF REQUIREMENTS

Terms of Reference for Development of Aggregator Evaluation & Management Tool

1. BACKGROUND

Pastoralists represent between 33 and 65 percent of the population in the Horn of Africa (HoA). Overreliance on rainfed agricultural activities makes them particularly vulnerable to climate shocks, including droughts, and they are one of the poorest communities in the region. Pastoralists tend to keep large herds as protection for anticipated drought shocks. Yet when drought hits, the animals either die, lose value or are sold at rock bottom prices to fund immediate needs. Emergency response can be subject to leakages or arrives too late after the animals have perished. Furthermore, pastoralists are currently at the bottom of the livestock value chains and are not providing livestock in the required quality and quantity to livestock processors/exporters.

In this context, the World Bank Group (WBG) is supporting De-Risking, Inclusion and Value Enhancement of pastoral economies in the Horn of Africa Project (DRIVE), a regional International Development Association (IDA) project implemented in Djibouti, Ethiopia, Kenya, and Somalia. The Project will support the climate adaptation of pastoralists and help them extract greater value addition from their livestock. It will protect them against drought with enhanced access to financial services, strengthen their inclusion in the livestock value chain, and facilitate the regional livestock trade.

The Project Development Objectives (PDO) are to enhance pastoralists' access to financial services for drought risk mitigation, include them in the value chains, and facilitate the livestock trade in the Horn of Africa.

2. OBJECTIVE OF THE ASSIGNMENT

To solicit proposals from qualified software development firms to provide software developers and business analysts to design, develop, and implement a comprehensive software solution tailored to our specific business needs and extend our internal software development team. The selected firm will demonstrate expertise in delivering innovative, scalable, and user-friendly software applications, ensuring high performance, security, and maintainability. This assignment aims to identify a partner who can provide skilled staff to work with the ZEP-RE software and business development team that can develop end-to-end digital solutions for the DRIVE project, including requirements analysis, system design, coding, testing, deployment, and ongoing support. The ultimate goal is to enhance our operational efficiency, improve user experience, and drive the growth of the DRIVE project through the deployment of a robust and reliable digital inclusivity platform.

3. SCOPE OF THE WORK

Development integrations of Application, Selection, and Onboarding Processes:

- Integrate and implement a streamlined application process for stakeholders, including aggregators, groups, farmers, off-takers (e.g. abattoirs), suppliers (e.g. fodder suppliers), transporters, and village champions.
- Develop a robust selection process to evaluate and approve stakeholders.
- Improve the existing DI Platform for onboarding of stakeholders through the initial setup and integration with the Aggregator Evaluation & Management Tool (AEMT) system.

Tracking of Subsidy Disbursement:

- Implement functionalities to track the disbursement of subsidies to stakeholders.

- Ensure accurate and transparent tracking of subsidy amounts, dates, and recipients.

Monitoring Stakeholder Activities:

- Develop features to monitor and log stakeholder activities, including the number of tasks, dates, outcomes, and outputs.
- Ensure that activity monitoring is comprehensive and provides actionable insights.

Data Visualization and Reporting:

- Create capabilities to view and analyze data related to stakeholder activities.
- Develop dashboards and reports that present data in a user-friendly manner, facilitating decision-making and performance evaluation.

Support for Awareness Activities:

- Customize the Aggregator Evaluation & Management Tool (AEMT) system to manage and track awareness activities conducted by stakeholders.
- Ensure that awareness activities are integrated into the overall stakeholder management framework, providing visibility into their impact and reach.

The requirements are not exhaustive and will be refined as part of the business analysis work.

4. CONSULTANT’S DELIVERABLES AND TIMELINE (EXPECTED OUTPUTS)

Project Kick-off and Requirement Analysis (Week 1-2):

- Detailed project plan and timeline.
- Comprehensive requirement analysis report.

Design and Prototyping (Week 3-6):

- System design documents.
- Prototypes for the new components and integrations.

Application, Selection, and Onboarding Development (Week 7-10):

- Implemented application process for stakeholders.
- Developed selection and onboarding processes.

Subsidy Disbursement Tracking (Week 11-14):

- Functionalities for tracking subsidy disbursement.
- Transparent reporting mechanisms for subsidy distribution.

Monitoring Stakeholder Activities (Week 15-18):

- Features to monitor and log stakeholder activities.

- Tools for tracking the number of tasks, dates, outcomes, and outputs.

Data Visualization and Reporting (Week 19-22):

- Capabilities for data visualization and analysis.
- Dashboards and reports for stakeholder activity data.

Support for Awareness Activities (Week 23-26):

- Customized Aggregator Evaluation & Management Tool (AEMT) system to manage awareness activities.
- Integration of awareness activities into the stakeholder management framework.

Testing and Quality Assurance (Week 27-30):

- Comprehensive testing of all new features and integrations.
- Quality assurance reports.

Deployment and Training (Week 31-34):

- Deployment of the enhanced Aggregator Evaluation & Management Tool (AEMT) system.
- Training sessions for end-users and stakeholders.
- User manuals and training materials.

Post-Deployment Support (Week 35-38):

- Ongoing support and issue resolution.
- Final project report and documentation.

5. DURATION OF THE ASSIGNMENT

Based on the outlined scope of work and the deliverables, the assignment is estimated to take approximately 38 weeks (around 9 months). This timeline includes time for requirement analysis, design, development, testing, deployment, training, and post-deployment support. Here is a breakdown of the duration for each phase:

1. Project Kick-off and Requirement Analysis: 2 weeks
2. Design and Prototyping: 4 weeks
3. Application, Selection, and Onboarding Development: 4 weeks
4. Subsidy Disbursement Tracking: 4 weeks
5. Monitoring Stakeholder Activities: 4 weeks
6. Data Visualization and Reporting: 4 weeks
7. Support for Awareness Activities: 4 weeks
8. Testing and Quality Assurance: 4 weeks
9. Deployment and Training: 4 weeks
10. Post-Deployment Support: 4 weeks

This detailed breakdown provides a comprehensive timeline for each phase, ensuring that all aspects of the project are adequately addressed and implemented.

6. CONTRACT FORM AND PAYMENT SCHEDULE

Time and Material Contract:

- A time and material contract is required for this project, given its fluid scope and deliverables. This contract type allows for variability in scope as the requirements gathering progress.

Key Elements of the Contract:

- **Scope of Work:** Detailed description of all tasks, deliverables, and timelines.
- **Deliverables:** Clear definition of all expected outputs and their acceptance criteria.
- **Payment Terms:** Breakdown of the payment schedule linked to project milestones.
- **Timelines:** Detailed project schedule with start and end dates for each phase.
- **Change Management:** Procedures for handling any changes in scope or requirements.
- **Confidentiality:** Terms to protect sensitive information shared during the project.
- **Intellectual Property Rights:** Ownership and usage rights for the developed software and related materials.
- **Termination Clause:** Conditions under which either party can terminate the contract.
- **Dispute Resolution:** Methods for resolving any disputes that may arise during the project.

7. KEY PERSONNEL (QUALIFICATIONS AND EXPERIENCE)

Business Analyst:

- **Qualifications:**
 - Bachelor's degree in business administration, Information Technology, Computer Science, or a related field.
 - Certification in Business Analysis (e.g., CBAP, CCBA) is a plus.
- **Experience:**
 - Strong experience in requirements gathering, documentation, and stakeholder management.
 - Proficiency in business analysis tools and methodologies (e.g., SWOT analysis, PEST analysis, BPMN).
 - Experience with project management software (e.g., JIRA, Confluence, MS Project).
 - Excellent analytical and problem-solving skills.
 - Strong communication and interpersonal skills to effectively collaborate with stakeholders and the project team.

Software Developer:

- **Qualifications:**
 - Bachelor's degree in computer science, Software Engineering, or a related field.
- **Experience:**
 - Expertise in relevant programming languages and technologies (e.g., Java, Python, .NET, etc.).
 - Experience with system integration and API development.
 - Strong problem-solving and debugging skills.

Systems Analyst:

- **Qualifications:**
 - Bachelor's degree in information systems, Computer Science, or a related field.
- **Experience:**
 - Experience with requirements gathering, process modeling, and documentation.
 - Strong analytical and critical thinking skills.
 - Experience with stakeholder engagement and translating business needs into technical requirements.

UI/UX Designer:

- **Qualifications:**
 - Bachelor's degree in graphic design, Computer Science, Human-Computer Interaction, or a related field.
- **Experience:**
 - Experience in UI/UX design.
 - Proficiency in design tools (e.g., Adobe XD, Sketch, Figma).
 - Experience with user research, wireframing, prototyping, and usability testing.
 - Strong portfolio showcasing previous design work.

Quality Assurance (QA) Engineer:

- **Qualifications:**
 - Bachelor's degree in computer science, Information Technology, or a related field.
- **Experience:**
 - Experience in software quality assurance.
 - Experience with manual and automated testing methods.
 - Familiarity with testing tools (e.g., Selenium, JIRA, TestRail).
 - Strong attention to detail and analytical skills.

Integration Specialist:

- **Qualifications:**
 - Bachelor's degree in computer science, Information Technology, or a related field.
- **Experience:**
 - Experience in system integration.
 - Expertise in integrating different software systems and data sources.
 - Experience with middleware and API development.
 - Strong understanding of data mapping and transformation.

8. CLIENT OBLIGATIONS (SERVICES TO BE PROVIDED BY THE CLIENT)

- There are 6 roles required for the project. However, this will not be required throughout the project. Therefore, they will be called upon as the project progresses.
- Contractor will provide resources as requested for the project, and bill based on actual weeks spent on the project.
- The contractor should quote the rate per week, as well as the total cost based on the week's estimates below.

Resource Type	Junior	Middle	Senior
Business Analyst	5 weeks	5 weeks	28 weeks
Software Developer	5 weeks	5 weeks	28 weeks
Systems Analyst	5 weeks	5 weeks	28 weeks
UI/UX Designer	5 weeks	5 weeks	28 weeks
Quality Assurance (QA) Engineer	5 weeks	5 weeks	28 weeks
Integration Specialist	5 weeks	5 weeks	28 weeks

9. REPORTING REQUIREMENTS

Project Kick-off Report:

- **Content:** Detailed project plan, timeline, scope, roles and responsibilities, and initial risk assessment.
- **Frequency:** Once, at the start of the project.
- **Audience:** Project sponsor, steering committee, and key stakeholders.

Weekly Status Reports:

- **Content:** Progress summary, completed tasks, upcoming activities, issues and risks, and any changes in the timeline.
- **Frequency:** Weekly.
- **Audience:** CTO, project team, and relevant stakeholders.

Monthly Progress Reports:

- **Content:** Comprehensive update on project milestones, key achievements, progress against timeline, budget status, and updated risk assessment.
- **Frequency:** Monthly.
- **Audience:** Project sponsor, steering committee, and key stakeholders.

Requirement Analysis Report:

- **Content:** Detailed documentation of business requirements, system requirements, stakeholder needs, and functional specifications.
- **Frequency:** Once, at the end of the requirement analysis phase.
- **Audience:** Project team, stakeholders, and development team.

Design and Prototyping Report:

- **Content:** System design documents, wireframes, prototypes, and feedback from stakeholders.
- **Frequency:** Once, at the end of the design and prototyping phase.
- **Audience:** Project team, stakeholders, and development team.

Development and Customization Reports:

- **Content:** Updates on the development progress, customization details, integration status, and any issues or changes.

- **Frequency:** Bi-weekly.
- **Audience:** CTO, Digital manager, development team, and key stakeholders.

Testing and Quality Assurance Reports:

- **Content:** Test plans, test case results, bug reports, quality metrics, and corrective actions taken.
- **Frequency:** Weekly during the testing phase.
- **Audience:** CTO, Digital manager, Project team, QA team, and key stakeholders.

Deployment and Training Reports:

- **Content:** Deployment status, training schedules, user feedback, and any deployment issues encountered.
- **Frequency:** Bi-weekly during the deployment phase.
- **Audience:** CTO, Digital manager, Project team, end-users, and stakeholders.

Post-Deployment Support Reports:

- **Content:** Support activities, issues resolved, user feedback, system performance, and any ongoing support needs.
- **Frequency:** Weekly during the post-deployment support phase.
- **Audience:** CTO, Digital manager, Project team, support team, and stakeholders.

Project Closure Report:

- **Content:** Final project summary, achievements, lessons learned, final budget report, and project success evaluation.
- **Frequency:** Once, at the end of the project.
- **Audience:** Project sponsor, steering committee, project team, and stakeholders.

Ad-hoc Reports:

- **Content:** Specific information or updates requested by stakeholders or the project team.
- **Frequency:** As needed.
- **Audience:** Requesting parties.

SECTION 6: PROPOSAL DING FORMS

- Form A: Checklist
- Form B: Proposal Submission
- Form C: Firms Information
- Form D: Joint Venture/Consortium/Association Information
- Form E: Eligibility and Qualification
- Form F: Technical Proposal & Price schedule

FORM A: CHECKLIST

This form serves as a checklist for preparation of your proposal. Please complete and return them as part of your proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your proposal, please ensure compliance with the instructions in Section 2: Instructions to Firms and Section 3: Data Sheet.

Technical proposal:

Have you duly completed all the returnable proposal forms?	
▪ Form B: Proposal Submission	<input type="checkbox"/>
▪ Form C: Firms Information	<input type="checkbox"/>
▪ Form D: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form E: Eligibility and Qualification	<input type="checkbox"/>
▪ Form F: Technical Proposal & Price schedule	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Firms Information?	<input type="checkbox"/>

FORM B: PROPOSAL SUBMISSION

Name of Firm:
 RFQ reference: KE-ZEP-RE-304028-GO-RFQ
 Date:

We, the undersigned, offer to supply the goods and related services required for ZEP-RE in accordance with your request for quotation No. KE-ZEP-RE-304028-GO-RFQ. We hereby submit our proposal, which includes this Technical Proposal and Price Schedule.

The discounts offered and the methodology of their application are:

- **Discounts:** If our proposal is accepted, the following discounts shall apply Specify in detail each discount offered and the specific item of the Schedule of Requirement to which it applies, including if applicable discounts for accelerated payment.
- **Methodology of application of the discounts:** The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts

FIRMS’S DECLARATION OF CONFORMITY¹

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the firm, I certify that I am duly authorized to sign this Declaration and on behalf of the firm.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the firm, I represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the firm, I confirm proposal validity period in accordance with section 3, clause 8.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the firm, I further represent and warrant that the firm has adequate human resources, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	ZEP-RE reserves the right to terminate any contract between ZEP-RE and the firm, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the firm, I further represent and warrant that the firm complies with all applicable laws, ordinances, rules and regulations.

Signature: _____
 Name: [Click or tap here to enter text.](#)
 Title: [Click or tap here to enter text.](#)
 Date: [Click or tap to enter a date.](#)

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

FIRM INFORMATION SHEET	
	Vendor No. _____
Registered Vendor Name*: _____	
Other Names/Acronyms _____	
ms _____	
Address*	
House No _____	
Street Name _____	
ZIP/Postal Code* _____	
City* _____	
Region* _____	
Country* _____	
Contact Information	
Company Tel/Mobile: _____	Contact Person: _____
Company Email: _____	Contact Person Position: _____
Company Website: _____	
Industry Category*:	
Business Type*:	
Registration Date _____	Main Country of Operations (dd-mmm-yyyy) _____
Licensing Auth./Type _____ License No.: _____ Reg. Date: _____ Expiry Date: _____	
<i>For additional licenses, please use the Other Information Section</i>	
<i>dd-mmm-yyyy</i>	
Other Information: _____	

FORM D: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

To be completed and returned with your proposal if the proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	The proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p>Name of leading partner (with authority to bind the JV, Consortium, and Association during the RFQ process and, in the event a contract is awarded, during contract execution)</p>	Click or tap here to enter text.
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to *Click or tap here to enter text* for the fulfilment of the provisions of the Contract.

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

FORM E: ELIGIBILITY AND QUALIFICATION FORM

If JV/Consortium/Association, to be completed by each partner.

Previous Relevant Experience: Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the firms were legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the firm’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the firms, or that of the firm’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The firms should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Firms may also attach their own Project Data Sheets with more details for assignments above.

Attach Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

FORM F: TECHNICAL PROPOSAL & PRICE SCHEDULE

Technical proposal:

- Consultant’s understanding of section 5, schedule of requirements
- Proposed approach and methodology
- Detailed work plan with deliverables and timelines considering scope of assignment
- CVs of key resources as per qualification and experience stipulated in section 5

Financial proposal:

Provide rate per resource per week in Kenya shillings. Rate should be inclusive of tax.

Resource Type	Junior	Middle	Senior
Business Analyst			
Software Developer			
Systems Analyst			
UI/UX Designer			
Quality Assurance (QA) Engineer			
Integration Specialist			