

Attention: All Eligible Bidders

Dear All,

RE: ADDENDUM 01 ON TENDER No. WSTF/OT/03/2023-2024 FOR TENDER FOR SUPPLY, CUSTOMIZATION, DEPLOYMENT AND MAINTENANCE OF HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) AND SUPPLY AND DEPLOYMENT OF 2No.VIDEO CONFERENCE SYSTEM

In reference to the above tender for Preliminary and Technical evaluation criteria requirements for Supply, Customization, Deployment and Maintenance of Human Resource Management Information System (HRMIS) and Supply and Deployment of 2No.Video Conference tender, WaterFund wishes to issue an addendum on the Evaluation Criteria as summarized here below: -

1. **Amended preliminary evaluation criterion No. 16 and technical evaluation criterion No.1** *where bidders are required to provide 10No. reputable clients using the proposed system/software.* The criterion has been revised accordingly and addendum for Lot 1 issued.
2. **Amended criterion No. 6 on participation of Kenyan citizens among proposed key staff by expunging it from the evaluation criteria for both Lot 1 and Lot 2.** Check the revised evaluation criterion issued in the addendum.
3. **Deleted introductory statement on Weightage under technical evaluation section** which indicated that the total technical score will carry 80% of the overall evaluation score (combined Technical and Financial score). Addendum issued for **Lot 1 & Lot 2.**
4. Amended date of submission of tenders to **15th April, 2024 at 10am.**

Please find below evaluation criteria addendum for your ease of reference and necessary action.

LOT 1: TERMS OF REFERENCE FOR SUPPLY, CUSTOMIZATION, DEPLOYMENT AND MAINTENANCE OF A HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)

14. TECHNICAL EVALUATION AND AWARD CRITERIA

The Procuring Entity shall award the Contract to the Lowest Evaluated Tender that:

- a) meets the qualification criteria,
- b) has been determined to be substantially responsive to the Tender Documents, and
- c) is determined to have the Lowest Evaluated Tender price.

14.1 Technical Evaluation

Technical proposals will be evaluated using the below criteria and bids that score less than **80%** shall be treated as non-responsive and will not be evaluated further.

S/No	Parameter Measured	Max. Score
Technical		
1	Experience of the Firm	
1.1	Specific experience of the Consultant (as a firm) relevant to the Assignment: Provide 5No. client reference letters of projects with similar scope and magnitude.	5
	Sub Total	5
2	Methodology The Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts.	
2.1	Appropriateness of Technical approach and methodology	5
2.2	Detailed work plan	5
2.3	Organization and staffing	5
	Sub Total	15

S/No	Parameter Measured	Max. Score
3	Conformity to Technical Specifications (Demo) This will be based on the items listed under Technical Specifications and Functional Requirements.	Bidders Must be comply this section to attain all 50marks
3.1	Functional, Architectural, non-functional and Performance Requirements, including suitability of the Information System offered.	50
3.2	Service Specifications – Supply & Install Items, including achievement of specified performance criteria by the Information System	
3.3	Technology Specifications–Supply & Install Items.	
3.4	Testing and Quality Assurance Requirements	
3.5	Service Specifications– Licensing and Recurrent Cost Items	
3.6	Implementation Schedule	
3.7	System Inventory	
	Sub Total	50
4	Consultant Firm's Key Experts Personnel Experience: The number of points to be assigned to each of the Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights: a. General qualifications (general education, training, and experience): [weight 30%] b. Adequacy for the Contract (relevant education, training, experience in the sector or similar assignments): [weight 60%] c. Relevant experience in Kenya (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.): [weight 10%]	

S/No	Parameter Measured	Max. Score
4.1	PositionK-1: [Team Leader] qualifications and competence for the Assignment. <ul style="list-style-type: none"> • A Master's Degree qualification – 3 Marks • Minimum of 8 years' Experience in project management of comparable scope and scale – 6 Marks • Minimum of 5 years' relevant experience in Kenya – 1 Mark 	10
4.2	PositionK-2: [Software Developer 1] qualifications and competence for the Assignment. <ul style="list-style-type: none"> • A university degree in either ICT / IT, software engineering, project management – 2.4 Marks • Minimum of 5 years' experience in development and support of HRMIS – 4.8 Marks • Minimum of 3 years' relevant experience in Kenya – 0.8 Marks. 	8
4.3	PositionK-3: [Software Developer 2] qualifications and competence for the Assignment <ul style="list-style-type: none"> • A minimum of a Diploma in either ICT / IT, software engineering, project management – 2.1 Marks • Minimum of 5 years' experience in development and support of HRMIS – 4.2 Marks • Minimum of 3 years' relevant experience in Kenya – 0.7 Marks. 	7
	Sub Total	25
5	Transfer of knowledge and training program (relevance of approach and methodology)	
5.1	Relevance of training program	1,5
5.2	Training approach and methodology	2
5.3	Qualifications of experts and trainers	1.5
	Sub Total	5
Grand Total		100

Note:

- a) Bids that score equal or above 80% in the Technical evaluation stage will proceed to financial evaluation stage.
- b) Bids that score less than 80% shall be treated as non-responsive and will not be further evaluated.
- c) Experience claimed, but not substantiated with specific work assignments may be awarded zero points.
- d) It is essential that the elements contained in the bids be stated in a clear and concise manner.
- e) Failure to provide complete information as requested shall be disadvantageous to the respective bidder.

NB: The Lowest Evaluated and technically responsive tenderer will be awarded the contract.

LOT 2: TERMS OF REFERENCE FOR SUPPLY AND DEPLOYMENT OF VIDEO CONFERENCE SYSTEM - 2No

25. TECHNICAL EVALUATION AND AWARD CRITERIA

The Procuring Entity shall award the Contract to the successful bidder whose bid has been determined to be the most responsive.

25.1 Technical Evaluation

Technical proposals will be evaluated using the below criteria and bids that score less than **80%** shall be treated as non-responsive and will not be evaluated further.

The Vendor is required to **conduct site inspection**, submit detailed work plan specifying installation design and detailed activities. The technical requirements and evaluation criteria are as follows:

S/No	Parameter Measured	Max. Points
Technical		
1	Experience of the Firm	
1.1	Specific experience of the Consultant (as a firm) relevant to the Assignment: <ul style="list-style-type: none"> Expertise and at least five years' experience undertaking a similar assignment. 	5
	Sub Total	5
2	Methodology The Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts.	
2.1	Appropriateness of Technical approach and methodology	10
2.2	Detailed work plan	5
2.3	Organization and staffing	5
	Sub Total	20
3	Conformity to Technical Specifications (Demo) The proposed video conferencing solution should meet the following minimum requirements of features and	

S/No	Parameter Measured	Max. Points
	functionality for each of the 2 boardrooms.	
3.1	Display: <ul style="list-style-type: none"> Standard HD 75" Touch display screen. Meeting Controller: <ul style="list-style-type: none"> Poly TC10 	10
3.2	Standard-based HD/HDX video conferencing integrated with conferencing video and in-room audio as per site survey.	15
3.6	Features and capabilities: <ul style="list-style-type: none"> Multi-party interactive video sessions and asynchronous visual collaboration. Multiple microphone inputs and stereo channels. Centralized management interface for managing video conference session. Multiple microphones with sound localization and lip sync capabilities. Flexible camera with innovative sound and facial-tracking algorithms to accurately focus on the person speaking - AI smart camera technology Camera coverage should be at least 10M Noise suppression, noise block, acoustic fence, instant adaptation echo cancellation, live music mode, ability to pick up soft voice and set the microphone in the direction of the active speaker - NoiseBlockAI and Acoustic Fence smart audio filtering technologies Allow computer users or participants to actively participate in a conferencing session, simultaneous share content among all participants (e.g. share file, desktop, application and whiteboards), share messages via instant messaging, ask questions using polls or raise hands, File sharing or slide shows to share PowerPoint or other presentations Audio and video streaming. 	20

S/No	Parameter Measured	Max. Points
	<ul style="list-style-type: none"> ○ Live interaction and real-time session recording for later review or archiving 	
3.7	System Inventory	5
	Sub Total	50
4	Consultant Firm's Key Experts Personnel Experience: The number of points to be assigned to each of the Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights: <ul style="list-style-type: none"> d. General qualifications (general education, training, and experience) e. Adequacy for the Contract (relevant education, training, experience in the sector or similar assignments) 	
4.1	PositionK-1: [Team Leader] qualifications and competence for the Assignment. <ul style="list-style-type: none"> • Degree in Computer Science, IT or a comparable qualification. • Minimum of 5 years' Experience in project management of comparable scope and scale. 	10
4.2	PositionK-2: [Technician] qualifications and competence for the Assignment <ul style="list-style-type: none"> • Minimum of 3 years' experience in the installation and maintenance of the proposed video conference facility. 	10
	Sub Total	20
5	Transfer of knowledge and training program (relevance of approach and methodology)	
5.1	Relevance of training program	3
5.2	Training approach and methodology	2
	Sub Total	5
Grand Total		100

Note:

- f) Bids that score equal or above 80% in the Technical evaluation stage will proceed to Financial evaluation stage
- g) Bids that score less than 80% shall be treated as non-responsive and will not be further evaluated
- h) Experience claimed, but not substantiated with specific work assignments may be awarded zero points
- i) It is essential that the elements contained in the bids be stated in a clear and concise manner
- j) Failure to provide complete information as requested shall be disadvantageous to the respective bidder
- k) No PC or separate gateway required
- l) The solution to be compatible with Microsoft Teams, Google Meet and Zoom
- m) **The tender is for 2 video conferencing solutions in two separate boardrooms**
- n) **Bidders shall be invited for a demonstration of their proposed system capabilities before the final evaluation**