



**REQUEST FOR EXPRESSION OF INTEREST
FOR FIRMS TO OFFER PROFESSIONAL SERVICES TO FACILITATE
AUTOMATION OF PROCURE TO PAY PROCESS ON SAP (SYSTEM
APPLICATION & PRODUCTS) SUITE**

Sector: Energy

EXPRESSION OF INTEREST No: KPI/9A.2/EOI/41/ICT/18-19

Country: Kenya

Background

The Company has implemented Materials Management (MM) module that among other things helps to manage stocks levels, reservation of materials, workflow approvals and issuing materials. The module also has functionality for purchase requisition and purchase order creation and approval. Further SAP functional upgrade of Warehouse Management(WM), Supplier Relationship Management(SRM) also known as eProcurement and Contract Lifecycle Management(CLM) were implemented. The WM module helps to manage physical arrangement of materials in stores for ease of access. It also provides for utilization of last in last out functionality of the stores management process.

SRM (Supplier Relationship Management Module) is used for electronic publication of tenders, bid submission, bid opening, tender approval, repository for all tender response documents as attachments.

CLM (Contract Life-Cycle Management Module) is used for contract creation by use of general contract templates and workflow approvals both in legal and procurement departments.

SOLUTION OPTIMIZATION

The Company has identified the need for system optimization so as to fully automate the procurement, contracting and payment process while complying with new public procurement laws of Kenya (PPADA 2015). The following areas of business process have been identified for optimization;

1. Procurement planning to allow for online submission and processing of procurement plans
2. Online Tender evaluation to allow for online bid evaluation
3. Electronic signature of all the supply chain processes (procurement and logistics) and contracts on the SAP suite
4. Order/invoice collaboration and approval including electronic sharing of these documents using SAP supplier self-service(SUSS) module.

THE SCOPE OF WORK:

KPLC has implemented SAP SRM for strategic sourcing and supplier lifecycle management. The Company also runs the material management module and FI/CO modules of SAP. The integration between these modules is already in place. In order to optimize on the SAP implementation at KPLC, the Consultant will be required undertake the following activities;

1. Configure and Implement Expert bid evaluation. The functionalities required should include the following among others;
 - ✓ Expert pool maintenance
 - ✓ Reusable question and questionnaire library
 - ✓ Build evaluation committee from expert pool
 - ✓ Conduct on-line scoring (both score and non- scoring) process and track statuses
 - ✓ Automatically generate team-scoring reports according to legal requirements
 - ✓ Support multiple bid evaluation
2. A comprehensive review and reconfiguration of Supplier Relationship Management, ECC, CLM SUSS and PI to ensure a functional end to end process.
3. Review all existing Supplier Relationship Management workflows and modify to be in line with the current business scenario and knowledge transfer.

4. Implementation of Electronic signature functionality to allow for signing of documents, tracking and electronic filing of generated contracts. The electronic process should be compliant with the statutory legal requirements under the Kenyan laws
5. Setting up of a SUSS self-password reset through one-time password generation or two factor authentication.

The Kenya Power and Lighting Company Limited (KPLC) now invites eligible consultants to express their interest in providing the above professional services. Interested Consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, relevant professional certificates). Consultants may constitute joint - ventures to enhance their chances of qualification.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the Expression of Interest. Interested consultants may obtain further information at the address below during office hours, between 0900 to 1200 and 1400 to 1630 hours (East Africa time).

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EVALUATION CRITERIA — PART 1

- (a) The Consultant has the legal capacity to enter into a contract for procurement or asset disposal;
- (b) The Consultant is not insolvent, in receivership, bankrupt or in the process of being wound up;
- (c) The Consultant, if a member of a regulated profession, has satisfied all the professional requirements;
- (d) The Consultant and his or her sub-contractor, if any, is not debarred;
- (e) The Consultant has fulfilled tax obligations;
- (f) The tenderer has not been convicted of corrupt or fraudulent practices; and
- (g) is not guilty of any serious violation of fair employment laws and practices.

EVALUATION CRITERIA- (PART II)

- 1.(30 marks) Demonstrated Experience of relevant SRM Implementation that include
 - Non-Standard Configuration and Enhancement supported by at least 3 reference letters.
2. (25 Marks) MUST be current SAP Partner Classification either of
 - Gold (25 marks)
 - Silver (15marks)
 - Bronze (10 marks)
- 4.(5marks) Proposed Payment Plan
 - Preference will be given to those agreeable to Public Procurement and Asset Disposal Act 2015 146,147 and 148
5. (40 marks) **Proposed Curriculum vitae (CV's) / indicating experience in implementations and upgrades relevant to ECC, SRM, CLM SUSS**
 - **functional**
 - **Technical (ABAP - Advanced Business Application Programming and Workflow)**
 - **Project Management**
 - **BASIS -Business Application Software Integrated solution.**

Pass Mark 70%

Submission of Expression of Interest

Completed Expression of Interest are to be submitted in electronic format on the KPLC's E-procurement portal on the due date and time published on the portal. Tenderers are required to visit the portal from time to time for revised closing dates and addendums. The Tender is to be submitted **ONLINE** on or before 12th June, 2019 at 10.00 a.m.