

**KIMISITU SAVINGS AND CO-OPERATIVE SOCIETY LIMITED**

**REQUEST FOR PROPOSAL**

**FOR PROVISION OF AN ONLINE MEMBER REGISTRATION AND VOTING SYSTEM**

**KSSL/RFP/ONMRVS/02/2024**

**CLIENT: KIMISITU SACCO SOCIETY LIMITED**

**AEA PLAZA, VALLEY ROAD**

**P.O. BOX 10454 -** **00100 NAIROBI**

1. of **22**

**Kimisitu Sacco Society Ltd is currently seeking a proposal for:**

|  |  |  |
| --- | --- | --- |
|  **RFP NO**   |  **RFP DESCRIPTION**   |  **DEADLINE**   |
|  **KSSL/RFP/ONMRVS/02/2024**    | **PROVISION OF AN ONLINE AGM****MEMBER REGISTRATION AND VOTING SYSTEM**   | **Wednesday, May 30, 2024**  **Latest by 10.00AM**   |

 **1.0 SECTION I: GENERAL INFORMATION**

Kimisitu Sacco Society Limited is a tier one Deposit Taking Co-operative Society in Kenya playing a central and supportive role in the social and economic development to its members through provision of competitive and value-added financial products and services. Kimisitu Sacco Society Limited is also licensed and regulated by the Sacco Societies Regulatory Authority (SASRA).

Kimisitu Sacco, herein referred to as KSSL hereby invites prospective bidders to participate in the request for proposal to provide **AN ONLINE MEMBER - AGM REGISTRATION AND VOTING SYSTEM**

Deadline for submission is on or before **Wednesday May 30, 2024 Latest by 10.00 AM.**

**Bid Preparation and Submission**

The application and submission will be conducted electronically on SRM eProcurement Portal i.e. [www.srmhub.com](http://www.srmhub.com) . Please follow the following steps to complete your application;

1.Join SRM for free via URL [www.srmhub.com](http://www.srmhub.com)

2. Create a user account or log in with existing credentials

3. Under APPLY TENDER tab, express interest to review details of the tender

4.Click EXPRESS INTEREST to begin application:

1. Select your Category
2. Respond to QUESTIONNAIRE
3. UPLOAD requisite documents
4. Pay the tender fees payment
5. SUBMIT response

Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of KES 2,000/- per Tender category. The fee is payable using M-PESA Paybill No. 4069539 ACCOUNT NUMBER: 2022TPL.

Canvassing or lobbying for the tender shall lead to automatic disqualification.

**1.1 COST OF TENDERING.**

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Kimisitu Sacco Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The price to be charged for the tender document shall be NIL.

**1.2 LANGUAGE OF TENDER**

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and Kimisitu Sacco Ltd, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

**2.0 BUSINESS DETAILS:**

|  |  |  |
| --- | --- | --- |
| 1  | Name of Organization  |   |
| 2  | Postal Address  |  P.O Box…………………Code…………………..  |
| 3  | Principal Contact Person  |  Name…………………………………………………………  Position………………………………………………………..  |
| 4  | Contact:  |  Telephone: …………………………………………………  Email: ………………………………………………  |
| 5  | Physical Location of Business Premises  |  Town:…………………..Street:……………………..  Building Name:…………….Floor:………………..  |
| 6  | Business Operations  |  Year established…………………………………………  Duration of Business Operation………………………….  |
| 7  | Company Registration No: (*Attach copy)* Tick one  |  Number: …………………………………….  |
| 8  | VAT Registration No: (*Attach Copy*) PIN certificate  |  Number  Number  | Attached copy? Attached copy?  |
| 9  |  Valid Tax Compliance Certificate (Attach copy)  | Attached Copy? YES…………………….NO……………….. |
| 1 0  | Provide a brief description of Services that you offer  |   |

#  3.1.0 Organization General information

|  |
| --- |
| Provide contact details for 3 trade references for previous/ current work that is similar or the same to the one now applied for. Note that the references may be contacted without your further referring to you**.**   |
| A  | Have you provided any services to Kimisitu Sacco Society Limited before? (Tick one)  |     |    |
|
|  1  | Organization Name & Rubberstamp Contact Name Position Telephone No E-mail Address Total Value of Service  |  ……………………………………………………………………………… ………………………………Sign.……………….. Date…………..…… ……………………………………………………………………………… ………………………………………………………………………………  Kshs…………………………………………………………………………  |
|  2  | Organization Name & Rubberstamp Contact Name Position Telephone No E-mail Address Total Value of Service  |  ……………………………………………………………………… …………………………….……Sign.……………….. Date…………..… …………………………………..…………………………………… …………………………………………………………………………… Kshs………………………………………………………………………..  |
|  3  | Organization Name & Rubberstamp Contact Name Position Telephone No E-mail Address Total Value of Service  |  ……………………………………………………………………… …………………………Sign.……………….. Date…………..…… …………………………………………………………………………….. ………………………………………………………………………………  Kshs………………………………………….…………………………….  |

##  3.1.1 Warranty and Maintenance

Successful bidder must provide warranty and maintenance coverage at no cost to the Sacco the first year after final acceptance of system. Maintenance for the remainder of the contract term shall include routine maintenance, repairs of hardware/firmware and software malfunctions and provision of all system updates, including any security updates and patches.

The vendor warrants that Kimisitu Sacco shall acquire good and clear title to the equipment being purchased and all equipment shall be new, free from defects and perform to the required levels. Vendor shall maintain system so that it functions properly in the warranty and post warranty periods for the full duration of the maintenance contract.

## 3.1.2 Support

Vendor's support personnel will provide timely response to questions and resolution to problems at all times

**3.1.3 Modifications and Upgrades**

The vendor shall provide at no additional charge to the Sacco for the life of the maintenance.

**4. CONTRACT TERMS AND CONDITIONS**

#  4.1 CONTRACT EFFECTIVE DATE

Any contract resulting from this RFP will become effective upon formal approval by the Kimisitu Sacco Society Ltd.

 **4.2 CONTRACT PERIOD**

The contract will be for a one month.

#  4.3 CANCELLATION

Failure to deliver as specified and in accordance with the proposal submitted, including promised delivery will constitute sufficient grounds for cancellation.

#  4.4 TERMINATION OF CONTRACT

This contract may be terminated with a thirty (30) day written notice to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default on this agreement. Upon such breach, the Sacco shall have the right to immediately terminate the contract and withhold further payments. Such termination shall not relieve the Contractor of any liability to the Sacco for damages sustained by virtue of a breach by the Contractor.

# 4.5 SOLICITATION COST

All costs incurred by the company to respond to this solicitation will be wholly the responsibility of the Offeror. All copies and contents of any proposal, attachments, and explanations thereto submitted in response to this RFP, except copyrighted material, shall become the property of the Kimisitu Sacco Society Ltd regardless of the firm selected. Any materials submitted in response to this solicitation shall not be returned. Response to this solicitation does not constitute an agreement between the Offeror and the Sacco.

# 4.6 FAILURE TO EXAMINE

Failure of any firm to receive or examine any form, instrument, addendum or other document shall in no way relieve any Offeror from any obligation with respect to their proposal or to any contract resulting from this proposal. The submission of a proposal shall be taken as conclusive evidence of compliance with this condition. Failure to meet this condition may result in rejection of any offering in response to this RFP.

# 4.7 INTERPRETATIONS AND ADDENDA

No interpretation or modification made to any respondent as to the meaning of the RFP shall be binding on the Kimisitu Sacco Society Ltd unless submitted in writing and distributed as an addendum by the Kimisitu Sacco Procurement Department**.** Verbal information obtained otherwise will not be considered in awarding of contract. All addenda shall become part of the RFP.

# 4.8 PUBLIC DISCLOSURE

Subject to applicable law or regulations, the content of each Offerors Proposal shall become public information upon the effective date of any resulting contract.

# 4.9 RIGHT TO REJECT

Kimisitu Sacco expressly reserves the right to reject any or all RFPs, or parts of RFP’s or rebid, and to make the award on merit and/or features of design and quality, delivery, and availability of parts and service as the best interest of the Sacco appears.

#  4.10 THIRD-PARTY “REMIT-TO”

If the bidder has a third-party “remit-to” company, that information must appear on the Bidder’s response. The Sacco will send payment to the company designated by Bidder on its response, but will not be responsible for resolving payment issues, should the bidder change payment processing companies after a payment has been mailed or without 45-day written notification to the Procurement and Accounting division of Kimisitu Sacco.

#  4.11 SUBMISSION OF PROPOSAL

The application and submission will be conducted electronically on SRM eProcurement Portal i.e. [www.srmhub.com](http://www.srmhub.com) Please follow the following steps to complete your application;

1. Join SRM for free via URL www.srmhub.com

2. Create a user account or log in with existing credentials

3. Under APPLY TENDER tab, express interest to review details of the tender

4. Click EXPRESS INTEREST to begin application:

i. Select your Category

ii. Respond to QUESTIONNAIRE

iii. UPLOAD requisite documents

iv. Pay the tender fees payment

v. SUBMIT response

Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of KES 2,000/- per Tender category. The fee is payable using M-PESA Paybill No. 4069539, ACCOUNT NUMBER: 2022TPL.

Proposals will be **accepted until Wednesday May 30, 2024 latest by 10.00AM**

#  4.12 AUTHORIZED SIGNATURE

The proposal must be signed by a legally authorized official.The proposal must also provide the name, title, address, and telephone number of individual(s) with authority to bind the company, and for those who may be contacted to clarify the information provided.

 **4.13 ALTERNATED PROPOSALS**

Alternative proposals will not be accepted.

#  4.14 ASSIGNMENT (STAFFING)

Upon award and during the contract period, if the Firm chooses to assign different personnel to the project, the Firm must submit their names and qualifications (i.e. resumes) to the Kimisitu Sacco Society Ltd for approval before they begin work. Services provided under this RFP shall not be assigned, performed by, or delegated to any person or entity other than the contractor without written authorization from the Kimisitu Sacco Society Ltd.

#  4.15 TELEPHONE INQUIRIES

Telephone inquiries with questions regarding clarification of any and all specifications of this.

Request for Proposals will not be accepted. All questions must be written and e-mailed to Kimisitu Sacco Procurement Department at procurement@kimisitusacco.or.ke no later than the end of the business on **May 22, 2024, Latest by 10.00AM** Correspondence with individuals other than those listed herein will not be allowed.

##  4.16 Tender Prices

The tenderer shall indicate on the appropriate Price Schedule the unit prices where applicable and the total tender price of the equipment and installation it proposes to supply under the contract.

Prices quoted by the tenderer shall remain fixed during the Tender’s performance of the contract. A tender submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, unless otherwise agreed by the parties.

##  4.17 Tender Currencies

Prices shall be quoted in the following currencies:

1. For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and
2. Cost of installation and commissioning will be in Kenya Shillings.

##  4.18 Deadline for Submission of Tenders

**Tenders must be received by Kimisitu Sacco Ltd as specified through the SRM e-procurement portal** [**www.srmhub.com**](http://www.srmhub.com) **not later than Wednesday May 30, 2024, Latest by 10.00AM**

Kimisitu Sacco Ltd may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in which case all rights and obligations of Kimisitu Sacco Ltd and candidates previously subjected to the deadline will therefore be subject to the deadline as extended.

## 4.19 Evaluation and Comparison of Tenders

Kimisitu Sacco Ltd will evaluate and compare the tenders which have been determined to be substantially responsive. A responsive tender is one which meets the requirements as stipulated in the tender.

The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## 4.20 Award of Contract

In the absence of pre-qualification, Kimisitu Sacco Ltd will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

The determination will consider the tender financial, technical, and production capabilities.

It will be based upon an examination of the documentary evidence of the tenderer’s qualifications submitted by the tenderer, as well as such other information as Kimisitu Sacco Ltd deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer’s tender, in which event Kimisitu Sacco Ltd will proceed to the next lowest evaluated tender to make a similar determination of that.

Tenderer’s **capabilities to perform satisfactorily.**

##  4.21 Award Criteria

Kimisitu Sacco Ltd will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified in terms of ability and capacity to perform the contract satisfactorily.

##  4.22 Evaluation Criteria

 **Preliminary Evaluation - Mandatory Requirements (MR**

|  |  |  |  |
| --- | --- | --- | --- |
| **No**   | **Description Criteria**   | **Maximum**  **Score**   | **Minimum** qualifying **Score per criteria**   |
| **1**   | **Submission of tender document**    | **YES/NO**   | **YES/NO**   |
|   | 1. Dully filled, signed and stamped Confidential.

Business Questionnaire in the format provided. 1. Valid Business Permit from the county government
2. PIN certificate, Tax certificate, Registration Certificate and VAT Certificate or VAT exemption!
3. CR12
4. Fill in the integrity and non-debarment forms provided.

 ***(NB: Mandatory Requirement: Failure to submit any of the above requirements will lead to automatic disqualification from further evaluation)***  |   |   |

## 4.23 Technical Evaluation Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **1**   |  Company profile- Should have been in operation in the business of ***Providing online member AGM registration and voting services, and event management*** services for more than 10,000 people in Kenya for at least two years. **(Attached documentary evidence and if possible, links to those meetings.)** 5 LPOs/LSOs and recommendation letters. Two of which should be equivalent to Kimisitu Sacco  | **20**   |   |
| **2**   |  Proof of availability of quality Equipment, and personnel capacity on the day of the event as well as a pre-testing. List the equipment to be provided.  | **20**   |   |
| **3**   |  5 Recommendation letters from past clients  | **10**   |   |
| **4**   |  Proof of professional indemnity cover of premium value not less Kshs.14 million | **10**   |   |
| **5**   |  **Methodology**  Detailed description and adequacy of methodology and work plan Delivery lead time- Time and date of installation and testing With two test runs and dry runs  | **20**   |   |
| **6**   |  **Technical Specifications Compliance**  Demonstrate the level of compliance with technical specification as provided   | **20**   |   |
|   |  **Total**   | **100**   |   |

Technical evaluation carries a maximum of 100 points. Any bidder who scores 80 points and above shall be considered for further evaluation.

The formula in determining the financial score is as follows: - (The single currency for the price conversion is KENYA SHILLINGS)

SF = FM x 100

SF = Financial Score

FM = Lowest Financial Proposal

F = Financial Proposal under consideration.

The weights given to the technical proposal (T) is 0.80 and for financial proposal (P) is

 0.20. The lowest bid will be given maximum financial score.

**COMBINED FINANCIAL AND TECHNICAL SCORE**

The evaluation results will be ranked on Combined Financial and Technical Score which is given as follows: -

1. = St x T% + Sf x P%

Where

St = Technical Score

1. = Technical Weighting

Sf = Financial Score

P = Financial Weighting

S = Combined Financial and Technical Score

##  4.24 Procuring entity’s Right to Accept or Reject any or All Tenders

Kimisitu Sacco Ltd reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for Kimisitu Sacco Ltd’s action

##  4.25 Termination for default

Kimisitu Sacco Ltd may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

1. if the tenderer fails to deliver any or all of the goods/services within the period(s) specified in the Contract, or within any extension thereof granted by Kimisitu Sacco Ltd
2. if the tenderer fails to perform any other obligation(s) under the Contract
3. If the tenderer, in the judgment of Kimisitu Sacco Ltd has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

In the event Kimisitu Sacco Ltd terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to Kimisitu Sacco Ltd for any excess costs for such similar goods.

##  4.26 Liquidated Damages

If the tenderer fails to deliver any or all of the goods/services within the period(s) specified in the contract, Kimisitu Sacco Ltd shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to cost incurred during the aborted event of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods.

After this the tenderer may consider termination of the contract.

##  4.27 Resolution of Disputes

Kimisitu Sacco Ltd and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract.

If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

# 5.0 Objectives of the proposal solutions (Indicate Fully comply, Partially comply or Not Compliant)

1. **Objectives and Requirements:**
	1. The online meeting and virtual voting are the Annual General Meeting to about 10,000 members.
	2. The key requirements such as member information for invitation and collection, meeting agenda, voting procedures, and security measures.
2. **Selected Platform:**
	1. We have selected and agreed on Zoom as the reliable and secure online meeting platform that supports virtual voting and specialized voting platforms to be considered.
3. **Registration Process:**
	1. The provider must implement a user-friendly online registration process for Members.
	2. Collect necessary information such as name, email, Identification, and any other details relevant to the meeting.
	3. Integrate a secure authentication system to ensure only authorized individuals can participate.
4. **Communication:**
	1. Send out invitations well in advance with details about the meeting, agenda, and registration instructions.
	2. Utilize email reminders to keep Members informed about the upcoming meeting and any pre-meeting requirements.
5. **Agenda and Documentation:**
	1. Share the meeting agenda and relevant documents in advance.
	2. Ensure Members have access to any materials they may need during the meeting.
6. **Virtual Voting System:**
	1. The virtual voting system or integrate voting features within the chosen platform.
	2. Provide USSD and Link voting options and procedures. This could include multiple-choice, Yes/ NO.
	3. Ensure the voting system is user-friendly and accessible to all Members.
7. **Testing and Dry run:**
	1. Conduct thorough testing of the registration and voting systems before the actual meeting.
	2. Identify and resolve any technical issues to ensure a smooth experience for Members.
	3. Carry out two test runs before the AGM.
8. **Security Measures:**
	1. Implement robust security measures to protect participant data and prevent unauthorized access.
	2. Use encryption and secure channels for data transmission.
	3. Provide a detailed contingency and option to mitigate any failure of the primary source.
9. **Training:**
	1. Provide training sessions for the Sacco staff, members on how to use the online meeting and voting features.
	2. Offer technical support to address any issues Members may encounter.
10. **Monitor and Support:**
	1. Have a team available to monitor the meeting and voting process in real-time.
	2. Provide technical support during the meeting to address any unforeseen issues.
11. **Post-Meeting Actions:**
	1. Share meeting minutes, voting results, and any relevant documents with Members.
	2. Gather feedback to improve future online meetings.
12. **Continuous Improvement:**
	1. Analyze the meeting and voting process to identify areas for improvement.
	2. Implement changes based on feedback and lessons learned.

# 6.0 System Requirements. (Indicate Fully comply, Partially comply or Not Compliant)

**Requirements for an Electronic Voting System**

**Functional Requirements**

1. **Mobility**: The Member should not be restricted to cast his ballot at a single poll-site (Venue of the AGM)
2. **Convenience**: The system shall allow the Members to cast their votes quickly, in one session, and should not require many special skills (to ensure Equality of Access to Members).
3. **User-Interface**: The system shall provide an easy-to-use user-interface. Also, it shall not disadvantage any candidate while displaying the choices (e.g. by requiring the user to scroll down to see the last few choices).
4. **Transparency**: Members should be able to possess a general knowledge and understanding of the voting process.
5. **Flexibility**: The system shall be flexible in that it allows a variety of ballot/resolution question formats including open-ended questions (e.g. Write-in candidates and survey questions).
6. **Accuracy**: The system shall record and count all the votes and shall do so correctly.
7. **Eligibility**: Only authorized Members, who are registered, should be able to vote. *NB: Members who are present in the meeting will be the ones to vote.*
8. **Uniqueness**: No Member should be able to vote more than once.
9. **Auditability**: It should be possible to verify that all votes have been correctly accounted for in the final election tally, and there should be reliable and demonstrably authentic election records, in terms of physical, permanent audit trail (Will be shared with the SACCO if need be)
10. **Member Confirmation**: The Member shall be able to confirm clearly how his vote is being cast and shall be given a chance to modify his vote before he commits it.
11. **To issue Receipt or not?**

a. The system may issue a receipt/notification to the Member if and only if it can be ensured that vote coercion and vote-selling are prevented, so that he may verify his vote at any time and contend, if necessary.

1. **No Over-voting**: The Member shall be prevented from choosing more than the required choices.
2. **Under-voting**: The Member may receive a warning of not voting, but the system must not prevent under
3. **Documentation and Assurance**: The design, implementation, and testing procedures must be well documented so that the Member-confidence in the election process is ensured.
4. **Cost-effectiveness:** Election systems should be affordable and efficient voting.

# 7.0 SECURITY REQUIREMENTS (Indicate Fully comply, Partially comply or Not Compliant)

1. **Member Authenticity:** Ensure that the Member must identify himself (with respect to the registration database) to be entitled to vote.
2. **Registration**: The member registration shall be done in person only i.e. through USSD or Link which should validate via the provided database.
3. **Member Anonymity**: Ensure that votes are not associated with Member identity. (The provided dashboard will not have the member details). A detailed report should be provided later for any audit queries.
4. **System Integrity**: Ensure that the system cannot be re-configured during operation.
5. **Data Integrity**: Ensure that each vote is recorded as intended and cannot be tampered with in any manner, once recorded (i.e., votes should not be modified, forged or deleted without detection).
6. **Secrecy / Privacy**: No one should be able to determine how any individual voted.
7. **Non-coercibility and No Vote-selling**: Members should not be able to prove to others how they voted (which would facilitate vote selling or coercion).
8. **Reliability**: Election systems should work robustly, without loss of any votes, even in the face of numerous failures, including failures of voting machines and total loss of network communication.

The system shall be developed in a manner that ensures there is no malicious code or bugs.

1. **Availability**: Ensure that the system is protected against accidental and malicious denial of service attacks. Also, set up redundant communication paths so that availability is ensured.
2. **System Dissolvability**: The core of the system, especially the vote-casting equipment, shall be open-source, so that it can allow external inspection and auditing.
3. **Simplicity**: The system shall be designed to be extremely simple, as complexity is the enemy of security.
4. **Testing and Certification**: The system should be tested by experts with respect to all of the security considerations, so that election officials have the confidence that the system meets the necessary criteria.
5. **System Accountability**: Ensure that system operations are logged and audited.
6. **Personnel Integrity**: Those developing and operating the voting system should have unquestionable records of behavior.
7. **Operator Authentication and Control**: Ensure that those operating and administering the system are authenticated and have strictly controlled functional access on the system.
8. **Distribution of Authority**: The administrative authority shall not rest with a single entity. The authority shall be distributed among multiple administrators, who are known not to collude among

 themselves

**8.0 VIRTUAL AGM SOLUTION. (Indicate Fully comply, Partially comply or Not Compliant)**

Shall supply and management of a fully virtual AGM with a tested and approved solution that has the following functionalities:

1. The solution should be able to allow for pre-registration as well as signing in and joining the virtual meeting.

1. Provide a platform for hosting the AGM.
2. Provide a link and USSD for voting and registration of members.
3. Provide dedicated internet that can support the entire event.
4. Provide external storage.
5. Have Audio visual capability.
6. Livestreaming of the event to all our social media platforms
7. Capability of the solution to send reminders.
8. Members should be able to view proceedings in real-time for Shareholder/Member with internet enabled devices.
9. Members should be able to ask questions in real time during the event, or from the time the event is opened.
10. Have a Two Factor Verification capability.
11. The solution should have the capability of generating reports on the attendance, poll voting and Q&A session.
12. The solution should have a capability of providing Live Q&A functionality which provides information on Member biodata and the ability to moderate the live Q&A Matters so as to preview submitted Member questions on a Moderator Q&A view and only forward relevant questions to the Chairman's Q&A view. Guiding comments/feedback to assist in answering the live questions can also be input during the moderation to provide input which would normally be provided by the management team in attendance at a physical AGM, and which can be viewed alongside the question on the Chairman's Q&A view.
13. The system should be able to track log in time.
14. Carry out three dry runs before the date of the event shall be able to allow for minimum modifications if any without any disruption or delay during the event.

**8.0 PRICE SCHEDULE**

**Financial Evaluation Stage**

The financial proposal should be detailed, comprising of the unit and the total cost of all items proposed including payment of duties/taxes.

|  |  |  |  |
| --- | --- | --- | --- |
|   |  **Details and specifications of the event management**   |   |   |
|   | **Service**  **Description**   | **Service specification**   | **Qty**   |  **Unit Cost**   |  **Total Cost**   |
| 1  | **Virtual Meeting Fees**   | 1. Online pre-registration and

Management time allocation 1. Carry a dry-run Tests before the D-day.
2. Enough IT Support Team and resources to work hand in hand with Kimisitu team on day of the registration validation and confirmation.
3. Registration and confirmation both online and via USSD
 | 1  |   |   |
| 2  | **Poll monitoring and** **Tallying**   | Online and Electronic Polling and real time Tallying both online and via USSD  | 1  |   |   |
| 3  | **Dedicated bandwidth** **of not less than 30 mbps**   | Dedicated internet that can support the entire event  |  1  |   |   |
| 4  | **Name tags and straps.** **Green**  |   |   |   |   |
|   |  **Sub Total**   |   |   |   |   |
|   |  Add 16% VAT  |   |   |   |   |
|   |  **Grand Total**   |   |   |   |   |

**The Vendor is free to add any other items that is deemed necessary for successful delivery of the service.**

**Due Diligence**

At the due diligence stage, bidders shall be evaluated on a pass/fail basis to ascertain the Information provided in the technical and financial evaluation. Kimisitu Sacco shall conduct due diligence on the supplier site and at any of the references provided by the Bidder in this tender document to confirm suitability and any information provided, provided that the sites provided by the bidder are not in territories known to be experiencing political/civil unrest or war at the time the tender closes. Where a territory cited in the bid later encounters such instability, the bidders will be required to identify an alternative site or face disqualification from the tender process. In addition, Kimisitu Sacco may seek information about any Bidder from any other source whether or not the individuals or organizations contacted have been referenced by the Bidder.

If the bidder fails in any of the above areas in the due diligence exercise shall be disqualified at this stage.

# CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

**You are advised that it is a serious offence to give false information on this Form.**

**1. COMPANY DETAILS.**

1. Business Name……………............…………………………………………
2. Nature of Business…………...............………………………………………
3. Location of Business Premises:

Plot Number………………...........…………Road/Street………………………

Postal Address…………………………….......Tel

No…………………...................... Fax No..................................………E- mail

Address……………......……………….…

Contact Person & Tel. No..............……………………………………… (Please attach Company Profile)

d) Registration Certificate No……………………………………….(Please attach copy).

1. Current Trade Licenses No……………………………………. …... (Please attach copy)
2. PIN No........................................................................................(Please attach copy)
3. **Tax Compliance Certificate No.**  ....................................................(Please attach copy)
4. VAT No…………………………………………………
5. Year Established………………………………………...
6. Maximum value of business which you can handle at any one-time Kshs. ………………………
7. Number of Staff employed..............................................

l) Payment terms ....................................................Days

**2(a) – Sole Proprietor:**

 **Name**  **Nationality Citizenship Details**

|  |  |  |
| --- | --- | --- |
| ………………………  ………………………   | ……………………………… ………………………………  | ………………………… …………………………  |

Your name in full ……………………………………………. ……………………………

Nationality ……………………………... Country of origin ……………………………...

 Citizenship details………………………………………………………………………...

# 2(b) – Partnership

 Give details of partners as follows:

*If a Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration*

|  |  |
| --- | --- |
| **Name** Shares  ………………………  ………………………  ………………………   |  **Nationality Citizenship Details**   |
|  ……………………………… ……………………………… ………………………………  | ………………………… ………………………… …………………………  |
|   |   |   |
| **Part 2(c) – Registered Company:**   |

Private or public ………………………………………………………………………………...

1. **Financial information**

Name of your Bankers..................................................................................................

Bank Branch................................................................................................................

Bank Account No..............................................................................................................

1. I/We the undersigned state that the above information is correct and that I/We give Kimisitu Sacco authority to seek any other references concerning my/our company from whatever sources deemed e.g. company registrar’s office, banks etc.

**Name............................................................Designation..............................**

**Signature...............................................................Date.................. ....**

**Company’s Rubber Stamp**..................................................................