

□



THE COUNTY GOVERNMENT OF KIAMBU

Department of Agriculture, Livestock and Fisheries

P.O. Box 2344-00900

kiambu

STANDARD REQUEST FOR PROPOSALS (RFP) FOR DAIRY *DIGITAL PLATFORM*

**STANDARD REQUEST FOR PROPOSALS (RFP) FOR DAIRY
DIGITAL PLATFORM**

TABLE OF CONTENTS

	Page	
INTRODUCTION		3
SECTION I. Letter of Invitation		4
SECTION II. Information to consultants.....		5

1. INTRODUCTION

The County Government of Kiambu in conjunction with the National Government and World Bank is implementing the National Agricultural and Rural Inclusive Growth Project (NARIGP). **The Project Development Objective is “to increase agricultural productivity and profitability of targeted communities in selected Counties, and in the event of an Eligible Crisis or Emergency, to provide immediate and effective response.”** The project will support Dairy Value chain among the four priority value chains being implemented in 20 wards within Gatundu North, Gatundu South, Lari, Limuru and Kikuyu sub Counties.

Dairy value chain is a range of activities required to deliver a final product (like milk or yoghurt) to the consumer. Often, the basic product (like milk) is processed, and made into a product that has more value.

Dairy industry in Kiambu County is the leading enterprise with nearly 70% of the farm families keeping an average of 2-3 cows under zero grazing systems. Milk production in year 2018 was a total of 375,145,936 litres of milk were produced by the County dairy herd of 267,808. The Dairy industry has several challenges among them; low extension/staff ratio, high cost of good quality cattle dairy breeds; low quality animal genetics which we can improved;;inadequate, poor quality and expensive supplementary feeds; animal diseases; poor animal husbandry; diminishing land acreage for dairy farming & fodder production, undeveloped milk value chain and poor infrastructure.

Extension services are key to farming enterprise for increased productivity and profitability. Delivery of extension services is usually faced with several challenges including but not limited to; low extension staff to farmer ratio (1:2,000), delayed services or information, unregulated service providers and the high cost of delivery. Access & adoption of a digital platform will complement the current extension services through dissemination of verified real-time information, farmers will make informed decisions.

SECTION I - LETTER OF INVITATION

TO: All participating companies

Date _____

Dear Sir/Madam,

RE: DAIRY DIGITAL PLATFORM

- 1.1 The county government of Kiambu invites proposals for the following **dairy digital platform** in order to achieve the stated objectives, the project will focus on:
- i. Register and map a minimum of 10,000 Dairy farmers
 - ii. Enable the farmers to keep retrievable digital records of the farm activities
 - iii. Disseminate information to registered farmers via SMS, in-app notifications, video & audio in predefined duration
 - iv. Enable uploading of periodic trainings
 - v. Enable on- demand in-app video/voice trainings to registered farmers and capture farmer feedback
 - vi. Enable the farmers/POs/County Project Coordination Unit get data analysis in form of reports from the data collected daily, weekly, monthly or annually
 - vii. Notify farmers on important upcoming events based on the information fed to the system
 - viii. Enable farmers' seek technical assistance from experts and give feedback on the service provided
 - ix. Enable farmers share experiences
 - x. Polling system to track adoption
- 1.2 Upon receipt, please inform us
- (a) that you have received the letter of invitation
 - (b) whether or not you will submit a proposal for the assignment

Yours sincerely

COUNTY GOVERNMENT OF KIAMBU
Department of Agriculture, Livestock and Fisheries
P.O. Box 2344-00900kiambu

SECTION II – INFORMATION TO CONSULTANTS (ITC)

Table of Contents

	Page
2.1 information to consultants	6
2.2 Clarification and amendment of RFP document.....	7
2.3 Preparation of Technical Proposal.....	7
2.4 Financial proposal.....	9
2.5 Submission, Receipt and opening of proposals.....	10
2.6 Proposal evaluation general.....	10
2.7 Evaluation of Technical proposal.....	11
2.8 Public opening and Evaluation of financial proposal..	11
2.9 Negotiations.....	12
2.10 Award of Contract.....	13
2.11 Confidentiality.....	14
2.12 Corrupt or fraudulent practices.....	14
3.0 Terms of reference.....	19
4.0 Evaluation criteria	25
5.0 activity work schedule.....	27
6.0 Financial proposal.....	28

SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

- 2.1.1 The Client named the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a **pre-proposal conference** where applicable. Consultants should contact the officials named in the Appendix “ITC” to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Procuring entity will provide the inputs specified in the Appendix “ITC”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.**

2.1.7 The price to be charged for the tender document shall be free

2.1.8 The procuring entity shall allow the tenderer to download the tender document free of charge.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by writing by paper mail or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.

- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix “A” specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix “A”.

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix “A” specifies otherwise.

2.4.3 Consultants shall express the price of their services in **Kenya Shillings**.

2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 The Proposal must remain valid for 60 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct

errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix “A”. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**”

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. **The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.**

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITC”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC".

2.8 Public Opening and Evaluation of Financial Proposal

- 2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. Whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied.

Details of such proof shall be attached by the Consultant in the financial proposal.

- 2.8.5 The formula for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-
 $Sf = 100 \times F_M / F$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + p = 1) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 Negotiations

- 2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

- 2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 To qualify for contract awards, the tenderer shall have the following:
- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 Corrupt or fraudulent practices

2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To: _____ [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for

_____ [Title of consulting services] in accordance with
your Request for Proposal dated _____ [Date] and our Proposal.
We are hereby submitting our Proposal, which includes this Technical
Proposal, [and a Financial Proposal sealed under a separate envelope-where
applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

:

_____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years

That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		County
Location within County:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

3.0 TERMS OF REFERENCE

Contents	page
METHODOLOGY.....	20
A)RECORD KEEPING MODULE.....	20
B)ALERTS/REMINDERS/NOTIFICATIONS.....	25
C)INFORMATION.....	25
D)TRAINING.....	26
E)DATA EXPORT.....	26
F)REPORTS.....	26
G)IMPLEMENTATION.....	27
H)EXPERTISE AND MINIMUM TEAM OF CONSULTANTS.....	27

METHODOLOGY

This section includes precise tools used and system approach used to achieve the objective above

- a) Platform: Client Server model. Web, Mobile-app model.

- b) Hosting: Cloud over On-Premise
- c) Programming Language: Popular High Level languages.
Back End: PHP, Python, Java (Or any other popular Framework - for the sake of support and maintenance)
Front End: Javascript (ReactJs,VueJs or any popular framework)
Css: Bootstrap, Tailwindcss or any other popular framework.
- d) CICD (Continuous Integration/Continuous Deployment): Docker/Mesos
- e) Orchestration: To allow responsive server scaling (Kubernetes etc)
- f) Database: High dependency DBMS
- g) AutoBackups on a definable time period.
- h) Localization: The application should translate to Kikuyu Kiswahili & English
- i) Layered administration
- j) Privacy and security: All data must be encrypted with a strong key, a minimum of RSA 256 and all http communication should be done over secure session i.e ssl

4. Activities to be performed: System Requirements

A) Record Keeping Module

a) Farmer Details

Capture the following details

- i) Name
- ii) Date of Birth
- iii) Gender
- iv) Size of the Farm (In acres)
- v) GPS Location
- vi) Ward
- vii) SubCounty
- viii) Ownership (Leased land or fully owned)

- ix) Other income generating project in the farm
- x) Highest level of education
- xi) Experience
- xii) Training on Dairy Farming (Date of training)
- x) Who trained the farmer
- xi) Preferred language

X) Import baseline (From M & E)

b) Registration of animals: capture the following details

- i) Animal
- ii) Date of Birth
- iii) Tag Id
- iv) Animal Category (Dry Herd or Milking Herd)
- v) Sire
- vi) Breed (Fresian, Guernsey, ayrshire, jersey)
- vi) Sex
- vii) Herd id (Optional)
- viii) Expected yield (Optional)
- ix) Weight

Placing a cow under a herd helps in feeding many cows as one and getting feeds per cow by dividing total feed quantity by cows in a herd.

c) Veterinary Clinicals

This keeps track of all clinical and disease control activities carried out by a vet

- i) Type of activity: (Spraying/Dehorning/Hooftrimming/ /treatment)
Reminder for deworming/Vaccination
- ii) Name of the vaccine/med used
- iii) Time stamps()

iv) Next Clinical

v) Vet Name (Import Vet list)

vi) Animal id()

d) Feeding Records

Keeps track of all feeding records. Can be per cow or herd (If herd, system should calculate feed per cow since each herd is defined in the system)

i) Type of feed/supplements

ii) Quantity in Kilos

iii) timestamps()

iv) Source of feed (Dealer/PO/Dry Matter)

e) Breeding Records

i) Since we recorded the Date of Birth for our cow, the system should generate expected age of serving, remind farmer to check for heat signs.

ii) Date of serving

iii) Sire

iv) Indicate if it's repeat serving

v) Gestation Tracking: System reminder after 3 months to confirm pregnancy, when to stop milking, due date of calving.

f) Miscarriage/Abortion Records

This capture records for miscarriage or abortion.

i) date()

ii) comment

g) Calving Down Records

Captures the details of the calving (Giving birth) event

i) timestamps()

ii) Sex

- iii) Breed
- iii) Weight
- iv) Comments
- v) Post Calving difficulties
- h) Milk production records
 - i) employee/Machine number
 - ii) timestamps()
 - iii) Quantity in kilos
 - iv) Comment
- i) Milk Distribution

The total milk distributed in day should equal total milk produced in that specific day.

 - i) date()
 - ii) destination (Sale/Calf/Domestic consumption/Spoilt)
 - iii) Quantity in kilos
- j) Sales Records
 - i) Item (Milk/Culled animals/Manure)
 - ii) Quantity
 - iii) Unit Price
 - iv) Buyer (Cooperative/Local Market/Others)
 - v) Timestamps()
- k) Stock Records

This should be a full stock management module. Stock include Feeds, Supplements, Salts)

 - i) Receiving and issuing stock (Capture supplier details)
 - ii) Capture Expiry dates (Warn farmer on stock about to expire)
 - iii) Re order Levels

- iv) Stock valuation
- l) Equipment Records
 - i) Equipment
 - ii) Model
 - ii) Date of Purchase
 - iii) Purchase Value
 - iv) Assigned to
- m) Employees Records
 - Capture details of the farm employees*
 - i) Name
 - ii) Date of Birth
 - iii) National ID
 - iv) NHIF Number
 - v) Family Member flag
 - vi) Wages Rate/Salary
- n) Labour records
 - i) Employee Number
 - ii) Hours Worked
- o) Culling Records
 - i) Animal id
 - ii) Reason (Age, death, disease, unproductivity, others)
 - iii) Comments
 - iv) timestamps()
- p) Employee Health Records
 - i) Employee id

ii) Type of health Check

iii) Health Center

iv) Timestamps()

q) Utilities Records

i) Expense type (Water/Electricity/Transport/Security/Other)

ii) Date()

iii) Amount

B) Alerts/Reminders/Notifications

i. Gestation tracking

ii. Expiry dates

iii. Re-order levels

iv. Veterinary clinical

v. Training & new training materials

vi. Outbreaks, news & quarantines

vii. Custom notifications

C) Information

i. Add, edit or delete textual, audio, images or video content

ii. Allow farmers to give feedback about the content (Rating & commenting)

iii. Filter content

D) Training

i. Upload approved audio & video content sourced from the service provider or CPCU

Specific trainings to be done will be as tabulated;

Type of training
Housing
Agribusiness (record keeping)
Diseases control

Feeding
Farm practices (hygiene)
Fodder production
Breeding
Any other demanded training by the farmers

E) Farmer initiated interactions:

From the application, the farmer should be able to call or text his/ her request to a common pool of experts defined in the system. Using location services, the system should match the farmer with the nearest, available and most qualified expert.

F) Sharing experiences

The system should have a basic farmers network where texts, images or videos can be shared and commented on.

G) Poll

The designated poll administrator should be able to create a poll which will be responded to by all farmers or sub set of farmers.

E) Data Export

The Farmers and other app users should be able to export all the data and records from the app to popular formats like Excel, CSV or pdf.

F) Reports

i) Farmer: This should include but not limited to Herd report, Production, Expenses, Sales, Cash book, Profit, what if analysis report, comparative analysis, unit cost

ii) Producer Organizations (PO): Membership, production, feeds, number of farmers trained, volumes delivered/intake, no of animals (milking and dry-herd), unit cost

iii) Common Interest Groups (CIG): Membership, no of animals (milking and dry herd), production, comparative prices of feeds/supplements, unit cost

iv) County/NARIGP: unit cost, total production, total no of animals, average farm gate price, no of farmers accessing the platform (frequency, kind of information), number of adopting , market report,

v) Custom reports: using an inbuilt report wizard to generate desired reports

G) Implementation- how to roll out?

Once the systems are fully tested, they will be hosted on a staging server (test server) and a total of 100 farmers for each system from 5 implementing sub counties will test run as proof of concept. This will run for one month.

The bidder whose application meets the objectives outlined in section two, will be invited for negotiations against their financial bids. Once a contract has been entered into the application will be rolled to production and system training begins. Trainings will be for system administrators, CPCU, CTD, SCTT, PO representatives and farmers. The contract will specify in detail many other terms

5. Maintenance: This will be spelt out in the contract.
6. Deliverables & timelines: The deliverables will be realized from the bidders application design. The shorter time it takes to deliver the concept, the more advantageous this will be to the procuring entity. For the timelines, the product will be deployed under one year contract renewable for five financial years (a review every year)

H) EXPERTISE AND MINIMUM TEAM OF CONSULTANTS

For carrying out this project, a firm, with expertise in the development and deployment of Agriculture based information systems during the last 5 years, is required.

The minimum team of experts needed comprises:

i) Senior Systems Developer

A graduate professional with experience exceeding 5 years in similar programs. The main lead of the system development. Supervises all elements of the application development.

ii) **Database designer:** A systems' graduate professional with experience exceeding 3 years, who has worked or participated in database design in at least three different projects.

iii) **System Architect** A systems' graduate professional with experience exceeding 3 years, who has worked or participated in the system architecture design in at least three different projects.

iv) **Software Developers:** A group of 3 professionals will develop the source program to the degree the design and program implementation progress requires, during a period of 6 months.

v) **Trainers:** A minimum of three trainers who will train all categories of users on the system use.

EVALUATION CRITERIA

1.0	EVALUATION OF MANDATORY REQUIREMENTS	SCORE
	Signed form of tender	Yes / No

1.1		
1.2	Duly filled confidential business questioner	Yes / No
1.3	Certificate of incorporation / Business name registration	Yes / No
1.4	Serilized bid documents	Yes / No
1.5	An original and a copy of the orignal	Yes / No
1.6	Finacial quote in a separate and sealed in an envelope bearing the name of the bidder and the name of the RFP, price validity for at least 120 days	Yes / No
1.7	Valid tax compliance certificate	Yes / No
1.8	Evidences of a physical / domcile place of business	Yes / No
1.9	Current single business permit	Yes / No
1.1o	Letter of prequalification	Yes / No
2.0	Technical Evaluation Top 3 bidders to be invited to the proof of concept	
2.1	Technical bid an original and a copy of the original	2.00
2.2	Finacial quote in a separate and sealed in an envelope bearing the name of the bidder and the name of the RFP, price validity for at least 120 days. Orignal and copy of the original	3.00
2.3	Curriculum Vitae of the technical staff (Team Leader and at least three ICT specialists and three others) Should attach copies of their academic certificates (Phd (10), Msc(8), Degree(6), Diploma(5), Certificate(3))	60.00
2.4	Membership of the staff to professional bodies	15.00
2.5	Relevant work experinces for services provided before or on going within a period of 5 years	25.00
2.6	Work plan details that clearly spell out the start, mid term and commissioning phases of the entire project	15.00
2.7	Verifiable satisfied client referals within the past 5 years (5 marks for each prior year)	25.00
2.8	ICT Technical evidences	70.00
		215.00
3.0	Proof of concept phase	

3.1	Roll out timeliness	10.00
3.2	No of farmers reached	10.00
3.3	Ability to maintain 99% up time	20.00
3.4	Training done	20.00
3.5	Modules effected	20.00
3.6	Use friendliness	20.00
		100.00
	Finacial	
	The bidder with the lowest cost of ownership after passing the above evaluation phases	

5.0 ACTIVITY (WORK) SCHEDULE	PAGE
(a). Field Investigation and Study Items.....	30
(b). Completion and Submission of Reports.....	31

(a). Field Investigation and Study Items

[1st, 2nd, etc, are months from the start of assignment)

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

6.0 FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken done to be clearly understood by the procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this par

6.1 FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

	Page
1. Financial proposal submission Form.....	34
2. Summary of costs.....	35
3. Breakdown of price/per activity.....	36
4. Breakdown of remuneration per activity.....	37
5. Reimbursable per activity.....	38
6. Miscellaneous expenses.....	39

1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) *[Title of consulting services]* in accordance with your Request for Proposal dated

(_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*
:
_____ *[Name and Title of Signatory]:*
 _____ *[Name of Firm]*
 _____ *[Address]*

2. SUMMARY OF COSTS

Costs	Currency(kshs)	Amount(s)
Subtotal		

Taxes		
Total Amount of Financial Proposal		_____

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	

Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____ Name: _____

Names	Position	Input(Staff months, days or hours	Remuneration Rate	Amount

as appropriate.)	
Regular staff	
(i)	
(ii)	
Consultants	
Grand Total	_____

5. REIMBURSABLES PER ACTIVITY

Activity No: _____
Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Road travel	Kms			
2.	Subsistence Allowance	Day			
	Grand Total				_____

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name:

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs telephone				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Software				
	Grand Total				_____

