

COUNTY GOVERNMENT OF WAJIR



DEPARTMENT OF ICT

EXPRESSION OF INTEREST (EOI) FOR SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REVENUE MANAGEMENT SYSTEM

TENDER REF NO:

WCG/OT/EOI/65/2018-2019

CLIENT:

COUNTY GOVERNMENT OF WAJIR,

P.O. BOX 9 - 70200,

WAJIR

APRIL, 2019

EXPRESSION OF INTEREST (EOI) FOR SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REVENUE MANAGEMENT SYSTEM FOR COUNTY GOVERNMENT OF WAJIR

TERMS OF REFERENCE

County Government of Wajir (CGW) invites Expression of Interest (EOI) for Supply, Delivery, Installation, Testing and Commissioning of Revenue Management System.

1. Introduction

County Government of Wajir covers an area of about 56,000 sq Km with an estimated population of 800,000. The county comprises of six sub-counties namely; Wajir East, Tarbaj, Wajir West, Eldas, Wajir North and Wajir South which are further divided into thirty wards.

Article 220 (2) of the Constitution of Kenya 2010 and Section 104 of the County Governments Act 2012 (revised 2015) requires the County Government of Wajir to plan for the county's operations and socio-economic development.

Counties including Wajir have to enhance Own Source Revenue (OSR) in order to provide services to their populace. Over the last few years, OSR in Wajir County has considerably been going down. A technical team from the County undertook a bench marking visit to other counties that have improved the collection of OSR and the major learning from the visit was that enhanced revenue resulted from implementation of revenue automation systems.

2. Purpose of the project

The County Government of Wajir as established by the Constitution of Kenya 2010 article 176 intends to undertake revenue automation project.

The overall goal of this project is to ensure that the County Government has established seamless revenue systems contributing to an increase in revenue generation as a result of enhanced collection and reduced leakages.

Therefore, the County Government of Wajir is seeking a highly competent firm to offer an efficient and effective revenue automation system. The selected firm will ensure seamless, end to end working of the system.

3. Justification for the project

The revenue automation system will help in the following ways:

- i. Maximize revenue collection
- ii. Increased and sustainable own source revenue
- iii. Minimize revenue leakages
- iv. Ease in reporting
- v. Ease enforcement
- vi. Accuracy in projections leading to balanced budgets
- vii. Certainty in collection
- viii. Quick decision making
- ix. Reduces wage bill
- x. Data management for Business Intelligence

4. Specific objectives

- a) Establish and operationalize seamless revenue system.
- b) Strengthen revenue generation systems
- c) Capturing all rate payers' data into the system
- d) Improve transparency and accountability through timely reporting

5. Scope of the project

The scope of the project for the revenue collection and management system will include but not limited to:-

- i. Conducting a review with regard to revenue collection, analyse current systems and recommend future revenue management solutions for the County
- ii. Provide guidance and support on any pre-implementation activities that CGW needs to undertake in readiness for the roll out of the solution
- iii. Design, develop, deploy, test and commission a convenient, reliable, secure and seamless end to end electronic revenue management system capable of taking on board all revenue streams charged within the WCG's jurisdiction, incorporating cashless payment methods (Mobile, Card, Banks etc) with options for cash transactions in case of systems downtime.

- iv. Mapping of county revenue sources/streams
- v. Facilitate supervision, monitoring and enforcement of policy in revenue collection.
- vi. Carry out appropriate system integration with existing internal and external applications currently in use at the CGW, and perform data migration and clean-up of existing data
- vii. Developing Annual Maintenance Contract (AMC)
- viii. User and Technical training

6. Requirements

Statutory

- i. Firm's legal status: Submit a copy of certificate of Registration/Incorporation and provide a company profile detailing history, organization structure and products/services offered.
- ii. Fulfillment of Social obligations: Submit copy of a Valid Tax Compliance certificate

Financial and Technical Capability

- i. Candidates should demonstrate understanding and capability to undertake the project by providing a detailed description of their understanding of the assignment, how they propose to undertake the assignment and expected components of the assignment as per the scope above.
- ii. Submit a brief overview of projects of similar scope, methodology and implementation, either ongoing or successfully implemented with contact persons and references (letters of introduction, recommendations of good performance or guarantees) from the organisations they are being/were implemented. These should include necessary evidence i.e. copies of contracts, LPOs, completion certificates etc.
- iii. Prospective candidates must have successfully implemented at least one similar project in Kenya for a County Government.
- iv. Liquidity: The Bidder shall demonstrate that they have access to, or have available, liquid assets, lines of credit or other financial means sufficient to implement the project.
- v. Average Annual Turnover: Evidence of minimum average annual turnover of Kshs. 50 million or equivalent calculated as total certified payment received for contracts in progress or completed within the last one year.

- vi. Submission of audited balance sheets or other financial statements acceptable to the County Government of Wajir reported within the last one year.
- vii. Demonstrate competence of technical staff: Provide CVs showing competence and skills of technical staff and project managers involved in implementation of similar systems who will be directly engaged in the project.
- viii. ICT Solutions Providers should demonstrate partnership with a relevant research based organization.

The attention of prospective bidders is drawn to the following;

- i. The fact that they will be required to certify in their EOI submissions that all software is either covered by a valid license or was produced by the Bidder and
- ii. Violations are considered fraud, which can result in consequences provided in the Public Procurement and Asset Disposal Act, 2015.

7. Contract duration

The contract will cover over a period of two financial years.

8. Timeframe

The bidder is expected to develop a detailed work plan with clear activities and time frame in the Request for Proposal (RFP).

9. Expected Deliverables:

- i. A detailed survey report of the county revenue sources/streams
- ii. Data collection from the field and mapping of revenue sources/streams
- iii. Delivery, Installation, Testing and commissioning of suitable revenue system including piloting phase
- iv. Capturing of existing data into the system
- v. Provision of related network infrastructure and internet service
- vi. Training of revenue and ICT staff
- vii. Annual Maintenance Contract agreement

10. Submission Details

Interested firms with relevant qualification and experience are invited to submit their expression of interest (EOI) for this project.

Shortlisted candidates will be selected on the basis of the expression of interest submitted and invited for Request for Proposals (RFP).

Detailed Terms of Reference (TOR) for the assignment is available on the County Website www.wajir.go.ke for free but bidders are required to register with the Procurement Office at Wajir County Government Headquarters.

The EOI responses should be submitted in sealed envelope clearly marked with Tender Number and Tender Name and should be deposited in the Tender Box at Wajir County Government Headquarters so as to be received on or before **15th May, 2019 at 10.00 am**

The EOI applications will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend at the County Conference Room, Ground Floor at the Wajir County Government Headquarters.

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Wajir**