



## REQUEST FOR PROPOSAL

FOR

**SUPPLY, SETUP, CONFIGURATION, CUSTOMIZATION,  
TESTING, TRAINING, COMMISSIONING AND  
MAINTENANCE OF A CORE BANKING SYSTEM**

**NOVEMBER 2024**

**TENDER NO. 001/ICT/NOV/2024**

Date: 28<sup>th</sup> November 2024

### **CLARIFICATION AND ADDENDUM No. I**

In accordance with the Tender for **“Request for Proposal for Supply, Setup, Configuration, Customization, Testing, Commissioning and Maintenance of a Core Banking System”** Ollin SACCO issues Clarification I and Addendum No I as follows.

## Clarification No. 1

Sr. No	Query	Clarification
1	<p>With reference to the above tender, we have a small query on Bid Security.</p> <p>We feel that the amount of KES 3,000,000 for Bid security is unreasonable. Kindly clarify.</p>	<p>The bid security amount was carefully deliberated and agreed on. It reflects the effort the organization has put in preparing the Request for Proposal (RFP), the Technical Responsiveness Checklist and the rigorous exercise to be undertaken during the selection process.</p> <p>In the event that a company puts in a bid and withdraws during the process, then Ollin SACCO has the prerogative to call the bid security and get compensation for the effort expended during the process.</p>
2	<p>For tendering purpose we are requesting for document password for <a href="#">Ollin SACCO-Core Banking System Technical Responsiveness Checklist</a></p>	<p>The Technical Responsiveness Checklist has a password blocking editing. All the columns and rows can be resized.</p> <p>Bidders are required to type in their responses on columns D,E ,F,G and H and submit the Technical responsiveness checklist with their Technical proposal on email -- <a href="mailto:tender@ollin.co.ke">tender@ollin.co.ke</a></p>
3	<p>We would like to seek clarification regarding the scoring for the 'Technical Responsiveness Checklist' outlined in the RFP (page 18) for Core Banking System Tender (Tender No: 001/ICT/NOV/2024). It states that the maximum score is capped at 40, with each FS contributing 2 points. However, it appears that the number of items in the checklist exceeds 40, which could potentially lead to a total score greater than 40 when all FS are considered.</p> <p>Could you please confirm whether the maximum score is indeed limited to 40?</p> <p>Thank you for your assistance.</p>	<p>The maximum score is 40 marks. The total score will be rebased to 40 marks for evaluation purpose.</p> <p>The minimum score to proceed further in the technical evaluation is 30 marks out of 40 marks.</p>
4	<p>I am seeking clarification on whether the Bid Security Could be from an insurance company.</p>	<p>The <b>acceptable</b> bid security is from a Tier 1 commercial bank.</p> <p>Bid security from an <b>insurance company</b> or <b>microfinance bank will not be accepted.</b></p>

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**Addendum No. I**

**The following RFP sections are hereby amended.**

[ON LETTERHEAD OF THE BIDDER]

**FORM TECH I - FORM OF TENDER**

The CEO  
Ollin SACCO Ltd  
Kerugoya, Kirinyaga County  
Kenya

Email: [tender@ollin.co.ke](mailto:tender@ollin.co.ke)

Dear Sir

We, the undersigned, offer to supply, setup, deliver, install, configure, customize, test and commission a Core Banking System in conformity with the said tender documents for the sum of **AS OUTLINED FINANCIAL SUBMISSION FORM**. *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum of **10%** of our negotiated Contract Price for the due performance of the Contract, in the form prescribed by The Ollin SACCO (Procuring entity).

We agree to a bid bond for this Tender for **90 days** from the date fixed for the tender opening of the Instructions to the tenderer, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us subject to signing of the Contract by the parties.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for an on behalf of .....

All other bid terms and conditions remain the same.

ACKNOWLEDGEMENT OF CLARIFICATION NO I AND ADDENDUM No. I

We, the undersigned, hereby certify that the clarification is an integral part of our bid and the alterations set out in the Addendum have been incorporated in our tender Technical Proposal.

Signed.....

Tenderer.....

Date.....