



KENYA NATIONAL QUALIFICATIONS AUTHORITY

Shaping the Future of Kenya

REPUBLIC OF KENYA



KENYA NATIONAL QUALIFICATIONS AUTHORITY

REQUEST FOR PROPOSAL (RFP)

**FOR
SUPPLY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF A
NATIONAL QUALIFICATIONS INFORMATION MANAGEMENT SYSTEM
(NAQIMS)**

RFP NUMBER: TENDER NUMBER: KNQA/01/2019-2020

CLOSING DATE & TIME: 27TH November, 2019 AT 09.00 HOURS

SECTION 1: INVITATION TO TENDER	3
SECTION II – INFORMATION TO BIDDERS (ITB)	4
2.1 Introduction	4
2.2 Clarification and Amendment of RFP Documents	5
2.3 Preparation of Technical Proposal	5
2.4 Preparation of Financial Proposal	6
2.5 Submission, Receipt, and Opening of Proposals	7
2.6 Tender Modifications and Withdrawal	7
2.8 Evaluation of Technical Proposal	9
2.9 Public Opening and Evaluation of Financial Proposal.....	11
2.10 Negotiations.....	11
2.11 Award of Contract	12
2.12 Confidentiality	13
2.13 Corrupt or Fraudulent Practices.....	13
2.14 Information to Bidders (ITB)	13
SECTION III: TERMS OF REFERENCE (TORs).....	15
3.1 Background	15
3.2 Objective of the Assignment	16
3.3 Scope of Work.....	16
3.4 Functional Scope of Work.....	17
3.4.1 (i) Phase – 1	Error! Bookmark not defined.
3.4.2 (ii) Phase Two (2)	Error! Bookmark not defined.
3.5 Technical Scope of Work.....	19
SECTION IVa: - NOTES ON PREPARATION OF THE TECHNICAL PROPOSAL	24
4.0 Contents/Checklist for the Technical Proposal	24
SECTION IVb: - NOTES ON PREPARING OF A FINANCIAL PROPOSAL	30
SECTION V: - STANDARD FORMS	31

SECTION 1: INVITATION TO TENDER

KNQA/01/2019-2020: REQUEST FOR PROPOSAL

- 1.1. Kenya National Qualifications Authority (KNQA) is state cooperation established by the Kenya National Qualifications Framework (KNQF) Act No. 22 of 2014 and the KNQF regulations of 2015 to coordinate and harmonize education, training, assessment and quality assurance of all qualifications awarded in the country; with the view to improving quality and international comparability. The KNQA envisage implementing part of Kenya's international commitments to develop an accurate, reliable and robust database of all qualifications in the country that will allow for comparability and information sharing in the education sector globally. **KNQA Invites sealed tenders from eligible and competent bidders for supply, installation & configuration and commissioning of a National Qualifications Information Management System (NAQIMS).**
- 1.2. Interested eligible candidates may purchase (or collect tender documents forms from KNQA offices located at 6th floor Uchumi House, Nairobi Kenya) a complete set of bidding documents by paying a non-refundable fee of Ksh 1000/- (one thousand shillings only) in form of a banker's cheque payable to Kenya national Qualifications Authority or deposited in KNQA account held at KCB, Kencom Branch.
- 1.3. The document may also be downloaded from www.knqa.go.ke
- 1.4. Completed serialized/paginated tender/bidding documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the Tender Box located at the KNQA, Procurement office (6th Floor, Uchumi House located along Aga khan walk Nairobi) on/or before 27th November, 2019 at 9.00am local time and addressed to:

Director General
Kenya National Qualifications Authority
P.O. Box 72635-00200
Nairobi
Tel: + 254 202 100 272
Email: knqa.go.ke@gmail.com

SECTION II – INFORMATION TO BIDDERS (ITB)

2.1 Introduction

The bidders 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, bidders are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal.

- 2.1.1 The Client named the ‘Kenya National Qualifications Authority (KNQA)’ on Appendix “ITB” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix.
- 2.1.2 The bidders are invited to submit a Technical Proposal and a Financial Proposal. The proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 2.1.3 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and KNQA, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process
- 2.1.4 The Tenderer is expected to examine all instructions, forms, terms and particulars in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.
- 2.1.5 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.
- 2.1.6 At any time prior to the deadline for submission of tenders, KNQA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.1.7 Tenders will be opened immediately after the deadline, thereafter in the presence of the Candidates or their representatives who choose to attend.
- 2.1.8 The request for proposals (RFP) includes the following documents:
 - Section I - Letter of invitation
 - Section II - Information To Bidders (ITB)
 - Section III - Terms of Reference
 - Section IV - Technical proposals
 - Section V - Financial proposal
 - Section VI - Standard Forms

2.1.9 Please note that:

- (i) The costs of preparing the proposal and of negotiating the Contract, including any visit to the Client is not reimbursable as a direct cost of the assignment; and
- (ii) the Client is not bound to accept any of the proposals submitted.

2.1.10 The procuring entity's employees, committee members, council members and their relative (spouse and children) are not eligible to participate.

2.1.11 The procuring entity shall allow the tenderer to review the tender document free of charge.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Bidders 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 electronic mail to the Client address. The Client will respond by 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 bidders 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 to all invited bidders and will be binding on them. The Client may at their discretion extend the deadline for the submission of proposals and such will be communicated to the bidders.

2.3 Preparation of Technical Proposal

2.3.1 The Bidders proposal shall be written in English language.

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

2.3.3 While preparing the Technical Proposal, bidders 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 bidder(s) and/or other firms or entities in a joint venture or sub-contract as appropriate. Bidders shall not associate with the other bidders invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- ii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.

- iii. Proposed professional staff must as a minimum, have the experience in the Subject Matter for Proposal (Management Information System), preferably working under conditions similar to those prevailing in Kenya.
- iv. Alternative professional staff shall not be proposed and Curriculum Vitae (CV) must be submitted for all Professionals who will be performing the contract.
- v. The Technical Proposal shall provide the following information using the attached Standard Forms:
 - a. 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.
 - b. A description of the methodology and work plan for performing the assignment.
 - c. 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 five (5) years.
 - d. Human Resource Capacity: Qualifications and competence of the key staff for the Assignment
 - e. Adequacy of the proposed work plan and methodology in responding to the terms of reference e.g the transfer of Technology Programme (Training), Post LIVE support and Maintenance., Ability of integration with other applications built on open standards and Any additional information requested.
- vi. The Technical Proposal shall **NOT** include any financial information.

2.4 Preparation of Financial Proposal

- 2.4.1 In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. It lists all costs associated with the assignment. If appropriate these costs should be broken down to be understood by the Client.
- 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 bidders, the sub-bidders and their personnel, unless specified otherwise.
- 2.4.3 Bidders shall express the price of their services in Kenya Shillings.
- 2.4.4 The Proposal must remain valid for 60 days after the submission date. During this period, the

bidder 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 bidders shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal (Technical Proposal and Financial Proposal) 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 authorised to sign the proposals.

2.5.2 Bidders shall prepare ‘two copies each’ of the ‘Technical proposal’ and ‘Financial proposal’, properly bound and clearly marking each “**ORIGINAL FINANCIAL PROPOSAL**”, “**ORIGINAL TECHNICAL PROPOSAL**” and “**COPY OF FINANCIAL PROPOSAL AND COPY OF TECHNICAL PROPOSAL**,” as appropriate. In the event of any discrepancy between them, the original shall govern. They shall bear the submission address and other information indicated in the “ITB” and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**”

2.5.3 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.5.4 If the outer envelope is not sealed and marked as required by paragraph 2.5.2 KNQA will assume no responsibility for the tender’s misplacement or premature opening.

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

2.5.6 After the deadline for submission of proposals, the single envelope will be opened immediately by the tender opening committee. Both the Technical proposal and financial proposal will be opened during the bid opening by the responsible officer in the presence of the bidder’s representatives present. The responsible officer will read out aloud the proposed bid prices and recorded when the financial proposals are opened. The client shall prepare minutes of the public opening.

2.6 Tender Modifications and Withdrawal

2.6.1 In case of modification, the tenderer’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by fax or email but

followed by a signed confirmation copy, marked not later than the deadline for submission of tenders.

- 2.6.2 KNQA may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.6.3 KNQA 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
- 2.6.4 No tender may be modified after the deadline for submission of tenders.
- 2.6.5 KNQA will open all tenders in the presence of tenderers' representatives who choose to attend, at 09.00 Hours of 27th November, 2019 and in the location specified in the Invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance to Opening of Tenders
- 2.6.6 The tender's names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as KNQA, at its discretion, may consider appropriate, will be announced at the opening.

2.7 Tender Evaluation and Award Criteria

- 2.7.1 From the time the bids are opened to the time the contract is awarded, if any bidder 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 "ITB". 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.
- 2.7.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 2.7.3 The received tenders will be evaluated in three stages as detailed below:
 - Stage 1: Compliance with Mandatory Requirements;
 - Stage 2: The Technical Evaluation
 - Stage 3: The Financial Evaluation.

2.8 Evaluation of Technical Proposal

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

S/No	EVALUATION CRITERIA	Marks
1	<p>MANDATORY PREQUALIFICATION</p> <p>Particulars of eligible tenderer</p> <p>The tenderer shall provide the following mandatory requirements (failure to submit the mandatory requirements will lead to disqualification from the tender process – preliminary evaluation)</p> <ul style="list-style-type: none"> (i) Pay a Bid Bond of Ksh. 50,000.00 (to the KNQA) (ii) Duly filled, signed and stamped Request for Proposal Form (iii) Copy of certificate of Registration/Incorporation in Kenya (iv) Copy of valid KRA Tax Compliance Certificate (v) PIN Registration Certificate (vi) Valid Business Permit. (vii) Duly filled and signed Confidential Business Questionnaire. (viii) Duly filled and signed Bidder’s Declaration and Integrity Pact (ix) Submit one copy and one original of your tender document (x) Duly filled, signed and stamped Technical and Financial Submission forms. (xi) All pages (original and copy) of the tender documents MUST be serialized and initialized by the tenderer including attachments to the bid documents. (xii) Must submit manufacturers authorization or letter of product Ownership. 	40
2	<p>COMPANY</p> <p>Nature of Business, Reputation of Organization and Staff, Credibility, Reliability, Industry Standing and should be an IT company and must have been in existence for at least 10 Years. The company must be accredited by the ICT Authority to provide ICT services to the Government of Kenya.</p>	5
3	<p>EXPERIENCE CRITERIA</p> <p>Experience in implementing projects of similar nature of which 3 must have been implemented in Kenya. The similarity shall be based on the physical size, complexity, methods/technology, innovativeness or other characteristics</p>	10

	<ul style="list-style-type: none"> Experience in implementing systems that are capable of receiving online applications, application processing through workflows, issuing certificates, tracking validity, portal access to public, data warehousing and document archiving 	
4	<p>FINANCIAL CAPABILITY</p> <p>Minimum Annual turnover of Ksh. 100 Million per year in the last 3 years to be evidenced by Audited Accounts, before submission of the RFP.</p>	5
5	<p>SOLUTION</p> <p>Understanding and meeting the requirement and Responsiveness to the Terms of Reference</p> <p>NB: (Failure to fully support any of the functionalities will lead to automatic disqualification)</p>	15
6	<p>METHODOLOGY</p> <p>(i) The proposed implementation methodology</p> <p>(ii) The Bidder should have an equivalent of ISO or higher certification for software development.</p> <p>(iii) Responsiveness to the Implementation Approach and Methodology section of RFP.</p>	10
7	<p>STAFF AND COMPETENCIES</p> <p>(i) Qualifications and certifications of Proposed Resources in their areas of expertise e.g. The bidders should have at least 3 PMP certified project managers whom the bidder should delegate at least one of them during the project execution and implementation.</p> <p>(ii) The bidder should have competencies in the proposed technology and have at least 3 trained and experienced resource persons on the proposed technology and should have been with the company for the at least 5 years before submission of documents. Bidders should submit enough documents to justify the criteria</p> <p>(iii) Number of Years of Proposed Resource persons in developing and implementing Systems of similar nature and Scope</p>	5
8	<p>TRAINING AND SUPPORT</p> <p>(i) Capacity and ability of the bidder in providing Training/capacity building and Local Support.</p> <p>(ii) Capability of the bidder in having a local training centre with a minimum capacity of 30 people</p>	5
9	<p>PAYMENT INTEGRATION</p> <p>The bidder should provide evidence of implementing bank direct debits, POS, and mobile money integration for a client with in the last three years.</p>	5
	TOTAL	100

To proceed to the financial evaluation stage, the bidder must score a minimum of **70%**, on their technical proposal.

Technical Proposals which do not meet the minimum qualifying pass mark of 70% shall have their financial proposals declined. Only technically qualified bidders will proceed to the next stage to have their proposed bid prices and financial proposal evaluated.

NOTE:

- (i) The minimum score required for the bidder to proceed to the next stage shall be **70 points**
- (ii) Each responsive proposal will be given a technical score. 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 “ITB”.
- (iii) The bidders who achieve the minimum score of 70% with the lowest quote will be awarded with this tender.

2.9 Public Opening and Evaluation of Financial Proposal

2.9.1 After evaluation of the Technical Proposal, the Client shall notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their proposed prices and financial proposal will not be considered for evaluation after completing the selection process.

The Client shall simultaneously notify the bidders who have secured the minimum qualifying mark, indicating the date and time set for evaluating the financial proposals. The opening date shall be sooner than seven (7) days after the notification date.

2.9.2 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the bidder 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.

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

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

2.9.5 Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price (if the project lasts more than one year).

2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Negotiations

- 2.10.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITB”. The aim is to reach agreement on all points and sign a contract.
- 2.10.2 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 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 a firm that can offer services within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.10.3 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.
- 2.10.4 The procuring entity shall appoint a team for the purpose of the negotiations.

2.11 Award of Contract

- 2.11.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other bidders on the shortlist that they were unsuccessful and return the Financial Proposals of those bidders who did not pass the technical evaluation.
- 2.11.2 The selected firm is expected to commence the assignment on the date and at the location specified.
- 2.11.3 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.
- 2.11.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.11.5 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.
- 2.11.6 To qualify for contract awards, the tenderer shall have the following:
- (i) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
 - (ii) Legal capacity to enter into a contract for procurement.
 - (iii) 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.
 - (iv) Shall not be debarred from participating in public procurement.

2.12 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders 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.

2.13 Corrupt or Fraudulent Practices

2.13.1 The procuring entity requires that the bidders observe the highest standards of ethics during the selection and award of the 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.

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

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

2.14 Information to Bidders (ITB)

The following information for procurement of a MIS services and selection of Bidders shall complement or amend the provisions of the information to bidders, wherever there is a conflict between the provisions of the information and to bidders and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to bidders

2.14.1	The name of the Client is: Kenya National Qualifications Authority Po Box 72635-00200, Nairobi Tel: +254 202 100 272 Email address: knqa.go.ke@gmail.com
2.14.2	The method of selection is: Request for Proposal. Quality and Cost Based Selection (QCBS) shall be the method for evaluating the proposals
2.14.3	Technical Proposal is requested: Yes Financial Proposal is requested: Yes The name, objectives, and description of the assignment are as detailed in the Terms of Reference. (TOR)
2.14.4	A pre-proposal conference will be held: NO
2.14.5	The bidder shall express the cost in Kenya Shillings (KES).
2.14.6	The Proposal must remain valid for 120 days after the submission

	date.
2.14.7	<p>The proposal submission address is: The Director General Kenya National Qualifications Authority Po Box 72635-00200 Nairobi, Kenya 6th Floor, Uchumi House, along Aga Khan Walk,</p> <p>Information on the outer envelope should also include: Request for Proposal: Supply, Installation & Configuration and Commissioning of A National Qualifications Management Information System.</p>
2.14.8	The award will be to the bidder with the LOWEST COST in the Evaluation criteria in the RFP document provided they meet the minimum score in the Technical Proposal Evaluation.
2.14.9	Request for Proposal “FINANCIAL PROPOSAL” with the LOWEST COST shall be recommended for Contract Award.

SECTION III: TERMS OF REFERENCE (TORs)

3.1 Background

The Kenya National Qualifications Authority (KNQA) is established under the KNQF Act No 22 of 2014 and KNQF Regulations of 2018 to coordinate and harmonize education, training and assessment and quality assurance of all qualifications awarded in the country, with the goal of improving quality and international comparability and realize lifelong learning. The Authority defines the various qualifications offered in the country, and the inter-relationships between them, and creates International comparability. In this ecosystem, the KNQA plays an important role as the chief accreditation and qualifications body for academic institutions, professional bodies and professional and courses. The role of this mandate includes;

- (i) Registering of Qualification Awarding Institutions
- (ii) Registering National Qualifications
- (iii) Registering of Learners

According to the KNQF Act 2014, the main functions of the KNQA include;

- (i) Co-ordinate and Supervise the Development of Policies on National Qualifications
- (ii) Develop A Framework for The Development of an Accreditation System on Qualifications
- (iii) Develop A System for Assessment of National Qualifications
- (iv) Develop and Review Inter-relationships and Linkages Across National Qualifications I Consultation with Stakeholders, Relevant Institutions and Agencies
- (v) Maintain A National Database of National Qualifications
- (vi) Publish Manuals, Codes and Guidelines on National Qualifications
- (vii) Advise and Support Any Person, Body or Institution Which Is Responsible for The Award of National Qualifications
- (viii) Publish an Annual Report on The Status of National Qualifications
- (ix) Set Standards and Benchmarks for Qualifications and Competencies Including Skills, Knowledge, Attitudes and Values
- (x) Define the Levels of Qualifications and Competencies
- (xi) Provide for The Recognition of Attainment or Competencies Including Skills, Knowledge, Attitudes and Values
- (xii) Facilitate Linkages, Credit Transfers and Exemptions and A Vertical and Horizontal Mobility at All Levels to Enable Entry, Re-Entry and Exit
- (xiii) Conduct Research on Equalization of Qualifications

- (xiv) Establish Standards for Harmonization and Recognition of National and Foreign Qualifications
- (xv) Build Confidence in the National Qualifications System that Contributes to the National Economy
- (xvi) Provide Pathways that Support the Development and Maintenance of Flexible Access to Qualifications;
- (xvii) Promote the Recognition of National Qualifications Internationally

Under its Qualification framework, KNQA is responsible for accrediting qualification awarding institutions which including Universities, TVET institutions and Examination bodies like KNEC, KASNEB, TVET CDACC,

Lack of a centralized way of sharing information among education stakeholders, there lacks a credible system for credit accumulation and transfer (CATs) making it difficult to progress between institutions or programs. Presently, the information silos make it difficult to for policy makers to obtain information such as the student dropout rates, course turnover, institution turnover, bottlenecks, etc. from education institutions. This information is important since it allows education stakeholders to budget and apportion resources to students and institutions, and to address skill gaps in the formal and informal sectors.

Furthermore, with the lack of a national skill and certificate repository in the country, employers find it difficult to verify learner's credentials and this has led to rise of numerous cases of fake academic certificates and unqualified employees in sensitive job positions.

3.2 Objective of the Assignment

In view of the statement of the problem, KNQA desires to:

- i. Implement an Information Management System that will address computerization of the accreditation, registration of qualifications and registration of learners.
- ii. Facilitate online sharing and dissemination of information on national qualifications
- iii. Improve efficiency and minimize costs of accreditation of institutions and qualifications and, registration learners
- iv. Ensure that the KNQA users and IT administrators are suitably trained and equipped in the usage of the System.

3.3 Scope of Work

The scope of work includes: -

- (i)The Supply, Installation, configure and Commissioning of NAQIMS system with a web interface.
- (ii)Supply and installation/setup of the appropriate software, licenses and kits.
- (iii)Migration of data from manual systems.
- (iv)Training of users: End users and Senior Management Staff
- (v)Provision of Service Level Agreement after successful commissioning (go-live) of system.

(vi)Provision of support after go live

(vii)Preparation and timely submission of project reports.

3.4 Functional Scope of Work

The Accreditation and/or registration application process is currently a manual based system that requires the qualification awarding institution to provide a number of details to the KNQA to facilitate assessment of the institution's capabilities and merits and give the approval. The manual and paper intensive process is inefficient as institutions have to wait for a period of time before approval comes through.

To improve the access and efficient flow of information between education stakeholders the authority proposes to set up National Accreditations Platform. The vision for this system will be to democratize the flow of information, through a decentralized system that will have a network of education institutions, quality assurance bodies, education agencies, learners and other relevant stakeholders, contributing information on qualifications, accreditation status, learner credentials etc.

For delivering some immediate results while keeping in mind the holistic need of KNQA to address all the above-mentioned challenges it is required to carefully analyze the needs of the KNQA and those of the education sector in general.

3.4.1 Scope of work for this project

The Following Roles will be given access to the system

a) Kenya National Qualifications Authority

KNQA expects the system to play a major role in the harmonization of qualifications and coordinating of standards in the education sector. The system will automate a number of papers based manual processes and introduce new functionalities for KNQA. This will include:

- i. Registration of Accredited Education Institutions onto NAQIMS
- ii. Registration of Qualifications onto the platform
- iii. Provide Analytics on certain areas such as Qualifications turnover, student dropout rates, completion rates, preferred qualifications, numbers of graduates, etc.
- iv. Providing a central trusted source for nationally recognized Qualifications awarding institutions, the qualifications that they have mandate to award and the learners that graduate from the system.
- v. Receiving online applications for verifying authenticity of student certifications.
- vi. Receiving payments on the platform through Visa/ Master Payment gateways and Mobile Money for all the applications received online.
- vii. Automation of process of verification and approval of accreditations with workflows internally.

- viii. Collection of data and creation of database of the accredited Qualifications awarding institutions (QAIs), the qualifications that they award and the learners.
- ix. Establishing a national learner's database for skills, certifications and test scores
- x. Creating a unified Learners Digital Identity (KNQA ID) for students in the country
- xi. Facilitating the sharing of student credits and CATs across various education stakeholders
- xii. Providing Analytics on certain areas such as Qualifications turnover, student dropout rates, etc.
- xiii. Providing a central trusted source for national qualifications and learners
- xiv. Automate the process of verifying student certifications automatically.

b) Educational Institutions

- i. Apply for the institutional accreditation online.
- ii. Apply for Registration of Qualifications online.
- iii. Upload student information online in a prescribed format.
- iv. Direct access to an integrated database that allows for seamless sharing of relevant information between various educational stakeholders.
- v. The system should provide a credible system for credit accumulation and transfer (CATs).
- vi. The system can provide analytics on certain areas for institutions such as Qualifications analytics, course transfer analytics, and students drop off analytics etc.

c) Students / Employers

- i. Students can access the list of Accredited QAIs, and the qualifications of their choice online before they enroll for it in the respective institution (s).
- ii. Students / Employers can apply online for certificate verification either for applying for jobs or for any other purpose.
- iii. Providing a unified student ID (KNQA ID) that can be used to access a student's education history
- iv. The system will allow students to share their credentials with employers electronically without having to resort to parting with physical certificates
- v. The system will enable students to access their course transcripts and CAT scores using their Digital student ID (KNQA ID).
- vi. The system will limit access to student records depending on the permission level of various actors and only with the student's approval and electronic sign off.

d) Employers

- (i) The system will act as a single reference point for verifying academic credentials from students
- (ii) The system will enable one to verify the student's marks and scores depending on the level of access authorized by students
- (iii) Employers will have access to any course or institution transfer records for students

e) Quality Assurance Bodies

The system will allow organizations responsible for maintaining quality and standards in education institutions to view institutional, qualifications and learner's records and analyze the same for improved quality.

f) Examination bodies

Examination bodies like KNEC, KASNEB which facilitate examinations and are accredited by the Kenya National Qualifications Authority to award qualifications will also have access to student profiles, qualifications analytics, student credits and CATs etc.

3.5 Technical Scope of Work

a. System Design

The successful bidder will have to do a thorough study and evaluate the current processes of KNQA to gain a practical understanding of the scope of work.

The successful bidders will have to design the system to automate the following processes for the KNQA:

- (i) Universities and TVET institutions registration or application to work as a QAIs
- (ii) Universities and TVET institutions to apply for Registration of their Qualifications
- (iii) Universities and TVET Institutions to upload student records
- (iv) Individuals/Employers to apply for verification of student certificates

The successful bidder should conduct stakeholder meetings to present the capabilities of the system and train them on their respective roles and how to navigate the system. The successful bidder will coordinate with universities and TVET institutions to nominate a minimum of 2 representatives from each institution to attend the workshops and coordinate the data registration and verification for their respective institutions. KNQA will support the successful bidder in any capacity it may deem necessary for this activity. The system so developed should allow for payment of services rendered by the KNQA and/or universities and TVET institutions as agreed among them. Further phases may be added to the system to improve its functionality, efficiency and effectiveness in future without any hindrance.

b. System Development and Configuration

- (i) KNQA will communicate the system requirements to the successful bidder and based on the requirements, the bidder will develop the system.
- (ii) The successful bidder will inform the KNQA in writing what is their preferred model for software development.
- (iii) The successful bidder will involve the KNQA team during the system development phase in order for them to gain a deeper understanding of its functionalities.
- (iv) The successful bidder must ensure the system is easily configurable and can be integrated with other systems like ERPs, CRMs, and ERMS etc.

- (v) The successful bidder must ensure the system architecture is compliant to a decentralized ledger technology (DLT) layer

c. Database Transfer and Conversion

- (i) The successful bidder will create data templates for the automated functions that will be used by institution representatives to capture information in standard formats on the user portal.
- (ii) The successful bidder will provide a standard template for information required to be inputted into the system, either in physical or electronic form to the institution representatives
- (iii) In instances where the institutions would prefer to integrate their systems to the NAQIMS system and initiate a simple data transfer, the system should be able to provide required API services.
- (iv) The successful bid should design the system to comply with decentralized database architecture and controlling any inappropriate updates from the backend.

d. Training and Capacity Building

- (i) The successful bidder will undertake training and capacity building for participants in the system, which include universities and TVET institutions.
- (ii) The successful bidder will train Kenya National Qualifications Authority staff on how to navigate the system and the various modules therein
- (iii) The successful bidder will train and build capacity for the Kenya National Qualifications Authority IT staff on the back-end processes, system architecture and system administrative roles
- (iv) The successful bidder will train the institutions’ appointed representatives on the data input process, and navigation of the system

e. Warranty Support

The successful bidder shall provide a minimum 1-year warranty support from the date of the User Acceptance Test (UAT). The bidder should also clearly state the terms and conditions of the warranty support.

f. Technical Compliance

The proposed National Accreditation Management Information System (NAMIS) will have the following high-level characteristics:

SNo	Requirement	Compliance
1	The system should be able to prove the ownership of a record, the record is what it purports to be, digitally signed by the concerned parties using cryptography and time stamped.	
	The record or transactions in the system can be trusted	

2	as a full and accurate representation of the transaction(s) to which they attest and can be depended on in the course of subsequent transactions through a tamperproof audit trail.	
3	Transactional data is tamperproof and protected against unauthorized modifications. This characteristic is referred to as ‘immutability’	
4	Creating Information context – The system should be able to capture user’s metadata and verify it in real time through a network of stakeholders.	
5	Maintaining Data Lifecycle – Depending on the applicable laws records and transactional law must be retained temporarily or permanently as specified by the authority and legal and jurisdictional requirements	
6	The system should have a disposal policy that requires approval from a maximum number of participants to dispose of records, that is auditable and shields them from viewership on the immutable layer	
7	The system should have the ability to have permissioned access and levels of privilege access for several key stakeholders involved in phase 1 of the project. The access will range from read only access, approvals etc.,	
8	The system will have the ability to integrate to a variety of systems be it ERPs, CRMs, etc. systems and capture relevant data fields using API’s and AI technology.	
9	The users will be able to filter and search records and transactions depending on their levels of permissions	
10	Metadata Configuration - record must be associated with metadata about the institution context in a classification structure. In addition to this ‘classification’ metadata, other metadata that should be captured at the point of creation like record identifier, date of creation, creator/author/person responsible etc.,	
11	The system should have capabilities for data analytics and auto generate reports whenever certain rules are triggered, or processes are set in motion.	
12	The system will have a user portal complete with appropriate data fields for institution, course and student registration and modules to verify this against various quality assurance agencies such as	

	Commission for University Education (CUE), TVETA and other relevant stakeholders.	
13	The system should have superior data encryption and privacy safeguards incorporated to ensure records and transactions information are safe from external intrusions.	
14	The base protocol will allow for the existence of identical data sets stored across the network nodes hence making it impossible for records and transactions to be altered at a single point or with a single actor unless consensus has been arrived at	
15	The system will have a consensus mechanism to achieve the necessary agreement on a single data value or a single state of the network among distributed processes or multi-agent systems.	
16	The system will be accessible on the web or on smartphones for mobile users.	
17	The system will allow for the uploading of recognition and equation support documents, verify them against the authorizing parties, cryptographically sign them and stored them across the distributed nodes.	
18	The system will have auto enforceable code based on the decentralized base layer and which will allow certain transactions to occur without physical approval from intermediaries.	
19	Must have an in-built data lake that records all the data recorded. For better performance and scale, Data lake can be used to query the information.	
20	Digital Assets management: <ul style="list-style-type: none"> • Management of the ownership of the asset • Avoidance of double spends • Availability of these assets as a data type that can be further used as data field in a process to represent transfer of value 	
21	Easy deployment of program using docker technology	
22	Must support Application processing, Data Validation, Reports generation, Authentication, Maintenance, Data exchange and Audit and history	
23	Must have Online application processing, authentication, user registration and information delivery	

24	System must be able to generate and print standard document templates such as Certificates and receipt from the system.	
25	Must design upto 10 standard templates that can be generated from the system such as certificates, rejection letters, receipts	
26	Must provide information dashboards for Officer, verifier and Registrar	
27	The system must have document management capabilities with workflow engine.	
28	Keep history of the life cycle of all documents, documents remain legible and identifiable; Maintain versions;	
29	The vendor should be capable of signing up to 10 universities on the system once it becomes operational.	

g. Data Conversion Scope

- (i) The successful bidder should be able to coordinate with the universities and institutions to collect the data to be uploaded on to the system. KNQA shall support where ever required for this activity to authorize the successful bidder to carry out this activity.
- (ii) The successful bidder should provide the data template required for the stake holders to provide the data.

h. IT Infrastructure

The bidder should propose the infrastructure required to host the system. Kenya National Qualifications Authority will assess the infrastructure available and should it deem it suitable to its requirements, the same will be utilized. However, if the infrastructure requirements are not sufficient the Kenya National Qualifications Authority will take it up the issue with the ICT Authority or initiate a separate procurement for the same.

The bidder should clearly provide information regarding the implementation methodology, which the bidder utilizes. This should be framed in terms of the various stages associated with the implementation. In addition, the bidder should identify the tools utilized for maintaining the project schedule and required resources.

SECTION IVa: - NOTES ON PREPARATION OF THE TECHNICAL PROPOSAL

In preparing the technical proposals the bidder is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the bidder's own risk and may result in rejection of the proposal. The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this section/by the Bidders. The Technical proposal shall not include any financial information.

4.0 Contents/Checklist for the Technical Proposal

Technical proposal must include but not limited to the following information:

- (i) Technical proposal submission form
- (ii) Firms references
- (iii) Team composition and Task assignments
- (iv) Format of curriculum vitae (CV) for proposed Professional staff
- (v) Description of the methodology and work plan for performing the assignment as per the
Indicated in the ToRs
- (vi) Activity (work schedule)

1. TECHNICAL PROPOSAL SUBMISSION FORM

{Date _____}

To: _____ {Name and address of Client}

Ladies/Gentlemen:

We, the undersigned, offer to provide the services for

_____ {Title of 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/ past experience

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/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		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/contract (Ksh):
Name of Associated firm, If Any:		No. of Months of Professional Staff Provided by associated firms:
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:.....

3. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

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

ACTIVITY	METHODOLOGY	DELIVERABLES	TIMELINES	LEAD ACTORS

5. TEAM COMPOSITION AND TASK ASSIGNED

SNO	NAME	POSITION	TASK/RESPONSIBILITY

6. ACTIVITY /WORK SCHEDULE

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

SECTION IVb: - NOTES ON PREPARING OF A FINANCIAL PROPOSAL

- 4.1 The Financial proposal prepared by the bidder should list the costs associated with the assignment. The costs should be broken down 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 part

SUMMARY OF COSTS

Item Description	Unit of Measure	Unit Cost (Ksh)	Total Cost (Ksh)
Requirements Gathering and System Design			
Customization and configuration of the system			
Conducting stakeholder workshops			
Training the end users on system functionalities			
Warranty support			
Software cost			
Installation and training cost			
Renewal cost/maintenance			
Taxes			
Total Cost/financial proposal			

SECTION V: - STANDARD FORMS

1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ *[Date]*

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer _____ *[Title of services]* in accordance with your Request for Proposal dated (_____) 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. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 7 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

(This form must be completed by the tenderer and submitted with the tender documents.)

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General:			
Business Name			
Location of business premises.			
Plot No..... Street/Road			
Postal Address Tel No. Fax			
E mail			
Nature of Business			
Registration Certificate No.			
Maximum value of business which you can handle at any one time – Kshs:.....			
Name of your bankers Branch			
Part 2 (a) – Sole Proprietor			
Your name in full Age			
Nationality Country of origin			
Citizenship details			
Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
Part 2 (c) – Registered Company			
Private or Public			
State the nominal and issued capital of company-			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
Date Signature of Candidate			

*If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

4. DECLARATION AND INTEGRITY PACT

(This form must be completed and submitted with the tender documents.)

Bidder's Declaration

We/I the undersigned, in the capacity of for[*name of the company/firm/individual*] certify that the **bidder is not in any of the following situations:**

- 1 Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- 2 Payments to us have been suspended in accordance with the judgment of a court other than a judgment declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose off our property;
- 3 Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
- 4 Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- 5 Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
- 6 Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded; and
- 7 Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government.
- 8 Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct;
- 9 Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Names in full: [.....]

Duly authorized to sign this bid on behalf of (bidder's name): [.....]

Place and date: [.....]

Seal/Stamp of the firm/company:

5. Integrity Pact

Bidder's Oath to fulfill the Integrity Pact

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present tender for: _____, all personnel of _____ and its sub-contractors and agents hereby agree that:

1. We shall not conduct any unethical business practices, such as bid-rigging for the sake of a particular bidder to win the bid, or price-fixing. If proven that we have discussed with other bidders in a bid to fix a price, or rigged a bid for a particular bidder to win the bid, we shall accept the prohibition from submitting bids placed by PROCURING ENTITY for a period of two (2) years. If any unethical behavior is tantamount to a fraudulent practice, we accept that such a case may be handed over to the authorities for investigation and possible prosecution.
2. In the process of bidding, or concluding or execution of a contract, we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proved that we have violated any terms of this Integrity Pact in relation with a bid, or concluding or execution of a contract, or offered bribes for favours in a contract, to win a contract, or facilitate payment which should not have been forthcoming, we shall accept the prohibition from submitting a bid placed by PROCURING ENTITY for a period of two (2) years.
3. We shall make our best effort to institute a Company Code of Conduct that prohibits bribery, bid rigging/fixing or any other corrupt practices in business relations with officials and PROCURING ENTITY, and a company regulation that prohibits any retaliatory acts toward anyone reporting inside corruption.
4. In addition, I confirm on behalf of the bidder that the details included in the bidder's profile and experience sheet and our quotation are correct to the best of my knowledge and belief. In addition, we authorize, PROCURING ENTITY to seek information from any source to confirm our compliance with the requirements of this Integrity Pact.
5. The bidder authorizes PROCURING ENTITY, to seek information from any source, including publication of the name of the bidder to confirm that the bidder is compliant with the requirements of this Integrity Pact.

We shall fulfill this Integrity Pact as a solemn oath made on the basis of mutual trust, and, if and when we win a bid, we shall sign and fulfill the above as a “Special Condition of Contract,” and not file any civil, administrative or criminal appeals regarding any of the above terms.

Dated: _____

Signed by: _____
(Authorized officer)

Full Name: _____

6. CONTRACT FORM

THIS AGREEMENT made the daybetween KNQA (hereinafter called “KNQA”) of the one part and [name of tenderer] of [city and country of tenderer] (hereinafter called “the tenderer”) of the other part:

WHEREAS KNQA invited tenders for Supply, Delivery, Testing ,Implementation and Commissioning of a National Accreditation Management Information System (NAMIS) and has accepted a tender by the tenderer for the supply of the services in the sum of _____ price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement,
viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements
 - (c) the General Conditions of Contract
 - (d) the Special Conditions of Contract; and
 - (e) KNQA Notification of Award
3. In consideration of the payments to be made by KNQA to the tenderer as hereinafter mentioned, the tenderer hereby covenants with KNQA to provide Supply and Implement of an E-Board System and hardware and to remedy defects therein in conformity in all respects with the provisions of the contract.
4. KNQA hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by the (for KNQA)

Signed, sealed, delivered by _____ the (for the tenderer) in the presence of
