



**EXPRESSION OF INTEREST (EOI)
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND
MAINTENANCE OF AN ENTERPRISE RESOURCE PLANNING(ERP)
SYSTEM**

Ushuru Investment Co-operative Society Limited (UIC) was established in the year 2013 as an investment arm of the Ushuru Savings and Credit Co-operative Society.

Ushuru Investment Co-operative Society Limited mandate includes registering new members, receiving deposits, diversification in different investment vehicles and issuing members with returns on their investment, that is, dividends and interest.

The ERP system aims at simplifying the Society's processes including enhanced customer experience through access of up-to-date member statements, tracking of investments, working capital, assets and liabilities, recording revenues and expenses, generation of financial statements to ensure transparency and accountable reporting by the Society's administration.

Call for Expression of Interest

Ushuru Investment Co-operative Society Limited is in the process of procuring an Enterprise Resource Planning System to facilitate automation of the Society's processes.

The **scope of work** covers Supply, Delivery, Installation, Commissioning and Maintenance of an Enterprise Resource Planning System.

The proposed solution must provide the following minimum requirements:

1. Finance Management Module.

The finance module should facilitate finance processes including:

Receipting, Reconciliation (Bank reconciliation, Mobile banking etc.), Member Statement (MS) reconciliation, Financial Statements, Refunds, General ledger maintenance, Transaction Processing, Month and Year End Closing, Tax Management, Dividends & Interest on savings pay-outs, General parameters management, Savings & Current accounts, Treasury - Vault management, Budgeting, Invoice processing, Payment processing, Payment Holding, Imprest & reimbursements management, Fixed assets management and Custodial services.

2. Investments Management Module.

The investments module should facilitate management of investments processes including: Property acquisition and disposal, Agribusiness project management and Real estate fund accounts.

3. Member Management Module.

The module should facilitate all members' processes including: Member registration, Member Categories/Segmentation, Member re-registration, Membership Withdrawal, Members withdrawal reports, share transfer and trading,

Share trading reports, Account Information Management, Member Account Management Reports, Member statements, Custodial services, Interaction Tracking, Integration with email, SMS & Social Media, Complaints and Feedback management and Document Management.

4. System User Management.

The module should facilitate User Management processes including:

User Registration, Role-Based Access Control (RBAC), User Roles and Permissions, User Authentication, Profile Customization, User Directory, Audit Trails, Data Transfer, Segregation of Duties, Workflow management, Integration with HR Systems and Usability and User Experience.

EXPRESSION OF INTEREST (EOI) REQUIREMENTS

1. UIC is now inviting Expression of Interest (EOI) from suitably qualified providers with appropriate experience in delivering the required solution.
2. Bidders shall clearly detail how their proposed solution meets UIC requirements and share information on the implementation strategy/plans and their commercial model(s) without actual financials.
3. Interested Companies shall be required to meet the following requirements:
 - a) Submit the legal status of the organization in the form of Certificate of Incorporation/Registration in Kenya.
 - b) Submit a valid Tax Compliance Certificate.
 - c) Provide evidence of past experience in providing services of similar nature and magnitude.
 - d) Provide evidence of ability to meet all requirements as defined in the scope of work above.
 - e) The interested bidder may be required to illustrate the solution's ability to meet the Society's requirements by way of a product demonstration at the bidder's cost.
 - f) Give an outline proposal and operational model of the system including typical cost components under the proposed model.
 - g) Provide information on possible timelines for implementing the solution and assumptions made.
 - h) Define the infrastructure required to support implementation, rollout and operate the proposed solution.
 - i) Detail your support model (s) including physical location/address.
 - j) EOI for each solution should be restricted to a Capability Statement of no more than fifteen (15) A4 pages. In addition, abridged CVs of no more than two (2) pages for each proposed Key Personnel should also be submitted, company profile.
4. This is not a request for proposal. UIC will review the EOI proposals and shortlist vendors who meet the requirements in line with the scope defined above. Successful

bidders will be invited to submit their combined Technical and Financial Proposal through a Letter of Invitation including Specific Terms of Reference/Specifications.

5. The Tender Expression of Interest proposal detailing the requirements may be obtained from Ushuru Sacco website www.ushurusacco.com on UIC LTD downloads. All documents shall be submitted in English Language.
6. Addenda / clarifications if any will be posted in Ushuru Sacco website www.ushurusacco.com on UIC LTD downloads.
7. The Completed EOI and accompanying documents must have all relevant technical and financial proposals, physical documents must to be dropped at Ushuru Sacco Centre, tender box on second floor, to be received on or before 20th November, 2024 at 11.00 a.m. Note: **System issues will NOT be addressed 24 hours to EOI closing.**
8. The EOI responses submitted will be opened 48 hours after the closing time. The bidders or their authorised representatives are welcome to witness the opening at Ushuru Sacco second floor, Wood Avenue Kilimani.
9. All expenses required for preparation and submission of the response to this EOI including providing any additional information shall be entirely incurred and borne by the interested bidders.

This EOI does not entail any commitment on the part of Ushuru Investment Cooperative Society Limited, either financial or otherwise. Ushuru Investment Cooperative Society Limited reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant(s) of the grounds.