

# PUBLIC SERVICE COMMISSION

## EXPRESSION OF INTEREST

### INTRODUCTION

The Public Service Commission is a Constitutional Commission established under Article 233 of the Constitution of Kenya 2010.

### ICT PROJECTS

The Commission has an ICT strategy designed to ensure that appropriate ICT infrastructure is in place to enable the Commission deliver services efficiently, effective and meet the requirements of the Commission's 2013 – 2018 strategic plan. In this regard, the Commission is planning to embark on two (2) key ICT Projects, namely:-

1. Change Management for implementation of ERP Project
2. Supply and Installation of an Enterprise Network Storage solution

### REQUIREMENTS FOR CHANGE MANAGEMENT FOR IMPLEMENTATION OF ERP PROJECT

In this regard, expressions of Interest (EOI) are therefore invited from relevant experienced, qualified and competent registered ICT consultancy firms for carrying out the aforementioned tasks. Interested firms should attach copies of:

- a) A valid Tax compliance certificates from KRA;
- b) Registration certificate from Registrar of Companies;
- c) Documentary evidence of similar tasks undertaken during the last five (5) years in Kenya;
- d) List and particulars of registered directors;
- e) List and particulars, including qualifications, of respective lead consultants in the areas of interest; and
- f) Submit a company profile.
- g) Demonstrate the ability, capacity and experience to undertake the assignment
- h) The Company must have an annual turnover of equivalent to or over KES 100 Million
- i) Give reference letters of at least five (5) corporate clients where you have implemented Change Management related to ERP implementations with at least over 50 system users. At least three of the clients must be in Africa.
- j) Any other additional information relevant to this task.

k)

## **REQUIREMENTS FOR SUPPLY AND INSTALLATION OF AN ENTERPRISE NETWORK STORAGE SOLUTION**

- a) A valid Tax compliance certificates from KRA;
- b) Registration certificate from Registrar of Companies;
- c) Documentary evidence of similar tasks undertaken during the last five (5) years in Kenya;
- d) List and particulars of registered directors;
- e) List and particulars, including qualifications, of respective lead consultants in the areas of interest; and
- f) Submit a company profile.
- g) Demonstrate the ability, capacity and experience to undertake the assignment
- h) The Company must have an annual turnover of equivalent to or over KES 100 Million
- i) Give reference letters of at least five (5) corporate clients where you have implemented high end Network Storage Solutions related implementations. At least three of the clients must be in Africa.
- j) Provide at most, a 3 page CV of key personnel with relevant software and hardware competence proposed for this assignment. At least 3 of the staff must have the relevant software and business Analysis competence in various operating system platforms and must have participated in some of the references indicated. In addition, must have certified staff for local support after implementation
- k) Have an authorized letter from the global vendor for the proposed solution.
- l) Documented product development plan for next 5-10 years
- m) Solution must be able to run on modern Operating System and Database platform
- n) Any other additional information relevant to this task.

This invitation is not a request for proposals, after a review of the EOIs, a shortlist will be prepared and the vendors with most appropriate qualifications and references will be invited to submit their technical and financial proposals through a letter of invitations with specific terms of reference.

The EOI should be clearly addressed to:

**The Secretary/Chief Executive**

Public Service Commission

Commission House

Harambee Avenue

P.O. Box 30095-00100

**NAIROBI**

and hand delivered or submitted through registered mail to the above address on or before Friday **9th September, 2016 at 10:30am**. The application should be deposited in the Tender Box situated on the Ground Floor, Commission House, so as to be received on or before **10:30 am on 9th September, 2016 at 10:30am**.

All applications submitted will be opened immediately thereafter in the presence of bidders or their representatives who may wish to attend.

**HEAD SUPPLY CHAIN MANAGEMENT SERVICES**

**FOR: SECRETARY/CHIEF EXECUTIVE**

**PUBLIC SERVICE COMMISSION**