ADDENDUM 1:

Date issued: 12/04/2023

Tender Name: **SUPPLY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM BASED ON MICROSOFT DYNAMICS 365 BUSINESS CENTRAL VERSION 21 ON PREMISE (RE-ADVERTISED)**

Tender No: **TBK/OT/06/2022 -2023**

The Tea Board of Kenya would like to bring to the attention of all potential bidders the following clarification.

	Bidders Question	**TBK Response**
1	Section 5: Key functional modules to be implemented mentions Crystal Reports. The Microsoft ERP database does not allow direct access for creation of crystal reports. If Crystal reports are required, then a separate Database will have to be planned. Please confirm if this is required and what is the frequency of these reports will these be realtime, daily or monthly basis likewise the schedule to publish the database for reporting will have to be planned.	A separate staging Crystal reports database will be required to generate Business Intelligence visualization reports. The BI reports will be realtime
2	Data conversion and Migration. The current data from the Navision system needs to be migrated. Is the data migration requirements limited to the master data and currently open transactions or a historical data migration is required.	Data migration of all historical and current data from the current MS Dynamics Navision system to MS Dynamics 365 BC is a primary requirement for data integrity and continuity
3	Employee recruitment has an optional component of Candidate Portal. Please clarify if this would be required.	An optional employee recruitment portal will be a public interface on the Board's website to capture applicant's pertinent information and will appropriately be integrated to MS Dynamics 365 BC

4	The payroll Management refers to Casual Management. Please clarify what is meant by the same and what is the impact of this process on the payroll calculation.	Casual Management is a key requirement for a standard payroll. Casual Management will track engagement of casuals by the Board. The impact of casual management on the payroll calculation will depend on the proportion of the casuals engaged.
5	Is this a formal structure in place for compensation management which would require grades and bands and the associated elements for each this is required for the recruitment and offer management functionalities.	There is a formal employee compensation structure with associated grades is in place for appropriate configuration.
6	Is there formal skill matrix maintained for each employee in the organization. This is required for succession planning and recruitment capabilities of the system.	The Board maintains a formal skill matrix for each employee as may be required to be appropriately configured.
7	Procurement - Requirements for vendor evaluation, evaluation of tender, Award of contracts is mentioned, however kindly clarify if the vendor portal is required and tenders' data shall be exposed to un-approved vendor as well.	An optional vendor portal will be required, and tenders may be exposed to tenderers who are not prequalified depending on the type of tender like open tender
8	Fleet Management - Requirement for car tracking and fuel usage is mentioned, kindy clarify if the data will be entered manually for tracking and monitoring or the requirement is to have integrated devices on the vehicles which automatically captures the data, track the vehicle and send the data to Business central through integration	Vehicles will have integrated tracking, fuel monitoring devices that will automatically capture required data
9	Fleet Management - If integrated devices are required, cost of the devices should be included in the commercial proposal, or it shall be procured separately.	The cost of the integrated devices will not be part of the tender commercial proposal, the vendor will be required to provide an API for integration
10	Administration - One of the requirements is Helpdesk, kindly clarify if the expectation is to have ticketing/case management system for login, tracking and closing the user queries through helpdesk	Ticketing/case management system for logging, tracking and closing of user issues will be a requirement of the Helpdesk
11	MS SharePoint - Kindly clarify the requirements for MS SharePoint is to publish the reports and other company events. Also, kindly clarify the requirements to integrate MS SharePoint with Business Central and detailed usage of MS SharePoint	MS SharePoint will be used to publish reports and other company events and will be integrated to MS Dynamics 365 BC to track the company events

12	Business Intelligence - Kindly clarify the Tablue is currently implemented with existing NAV. Scope for vendor is limited to designing the Datawarehouse and ETL process on Business Central and implementation of new reports or modification of reports on tablue is not within the scope of services	Current Microsoft Dynamics Navision has an integrated MS Power Business Intelligence (BI). The implementation will not be limited but will be dynamic to enhance visualization for decision making and user experience.
13	Kindly confirm - web portal access is required only for employee self services transactions.	Web portal access will be required for employee self service (ESS) transactions.
14	**Requesting TBK to extend the submission date by a week. Please confirm.**	**Tender opening date extended to 21st April 2022 at 11:00 am**
15	Is TBK open to consider cloud-based implementation instead of on-premise?	The implementation will be on-premise
16	Are we expected to quote for licenses, or TBK plans to procure licenses from its existing vendor?	You are required to quote for licenses as guided in the price schedule
17	Detailed scope of work is not provided as part of this RFP document, therefore requirements provided during requirement gathering phase is to be delivered by the vendor either by customization or configuration irrespective of Business Central standard features and functionality. Kindly confirm if the understanding is correct?	Detailed requirement scope has been provided in the Tender document; however, the successful tenderer will review the requirements further during implementation with functional users to fill in gaps and appropriately customize or configure to enrich MS Dynamics 365 BC standard features

18	The specific requirements Tea Board looks to achieve in these modules.
	
	  a. Project Management and Project Accounting module
		Managing project implementation lifecycle together with associated costs:
		
		  i. Project Initiation.
		  ii. Project Planning.
		  iii. Project Execution.
		  iv. Project Monitoring and Controlling; and
		  v. Project Closing.
		
		The project Management Module will be tracking the activities and costs of projects.

	b. Internal Audit modules.	The system will manage change log/ audit trail functionality and should be made accessible for integration to a third-party audit application.

	c. Materials Management Module	Material Management module is required to manage inventory, quantity of goods, raw material, manufactured goods, and need of material. Material Management Module eases the entire Supply Chain Management process.
19	What model/type of the Biometric system has been installed at Tea Board, as per the TOR bidders are required to integrate to the existing system.	ZKTeco iclock 880

Supply Chain Department
Tea Board of Kenya