



MWIETHERI SAVINGS AND CREDIT CO-OP. SOCIETY LTD.

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OUR RE: C.S.12243

Thursday, 27 November, 2025

Request For Quotation (RFQ) Supply, Delivery, And Installation Of Enterprise Resource Planning (ERP) System

Mwietheri DT Sacco Society Ltd invites eligible and competent firms to submit proposals for the upgrade of the Society's Enterprise Resource Planning (ERP) System from Microsoft Dynamics 365 BC130 to the latest version of Microsoft Dynamics 365 Business Central, including installation, configuration, customization, testing, user training, and commissioning.

1. SCOPE OF WORK

The Sacco seeks reputable firms or joint ventures with demonstrated expertise in ERP systems to undertake the following:

1. Study and understand Mwietheri DT Sacco's operational and technical requirements.
2. Upgrade the current Dynamics 365 BC130 system to the latest Microsoft Dynamics 365 Business Central version.
3. Customize existing modules including:
 - o Financial Management
 - o Human Resource Management
 - o Payroll Management
 - o Customer Relationship Management (CRM)
 - o Supplies Management
 - o Document Management
 - o Biometric System
4. Conduct clean and complete data migration to the new system including related histories.
5. Provide comprehensive user training, system documentation, and technical support.
6. Advise on the required ICT infrastructure suitable for running the upgraded ERP.
7. Integrate the ERP solution with third-party service providers, including:
 - o Spot Cash Mobile Banking
 - o Pay Bill Services
 - o Agency Mobile Banking
 - o Sacco Branches
8. Provide interfaces between the ERP and existing Society software solutions where necessary.
9. Successfully implement, test, and commission the ERP Solution within agreed timelines.
10. Provide post-implementation support and system maintenance.

2. MANDATORY REQUIREMENTS

Bidders must upload clear and valid copies of the following documents:

1. Company Registration Certificate
2. CR12 from the Registrar of Companies
3. Certificate of Incorporation
4. Valid Single Business Permit
5. Valid Tax Compliance Certificate
6. Valid letter from Microsoft or Dynamics Africa Services Pty Ltd (DAS) confirming the bidder is a Microsoft Dynamics Partner
7. Audited Financial Statements for 2022, 2023, and 2024
 - o *Firms younger than 3 years must provide all available audited accounts or certified bank statements for the last six (6) months.*
8. Company PIN Certificate
9. ICT Authority Supplier Accreditation Certificate
10. Manufacturer Authorization Form (MAF) for Microsoft Dynamics 365 Business Central
11. Proof of existence for at least **five (5) years** in ERP implementation

12. Evidence of at least **three (3)** successfully executed ERP projects of similar nature

- o *Attach award letters, contracts, or completion certificates.*

Note:

Bidders who fail to provide **all mandatory documents** will be declared **non-responsive** and will not proceed to Technical Evaluation.

3. EVALUATION CRITERIA

The evaluation will be conducted in two stages:

Stage 1: Mandatory Requirement Compliance

- Only bidders who meet **all mandatory requirements** will proceed to Stage 2.

Stage 2A: Technical Evaluation

No.	Evaluation Attribute	Description / Requirements	Score
1	Technical Specifications Compliance	Compliance with general, functional, and security requirements.	7%
	Understanding of Technical Specifications	• No understanding (0) • Partial (1) • Detailed (3)	3%
2	Technical Staff Qualifications	2+ staff certified in Microsoft Dynamics NAV/365 (10 Marks)	

Stage 2B: Financial Evaluation

Qualified bidders will submit their financial proposals in the following format:

PRICE SCHEDULE OF SERVICES

Item	Description	Qty	Unit Price (KES)	Total Price (KES, VAT Inclusive)
1	Upgrade of ERP to Business Central (inclusive of Member Portal)	1		
2	Annual Maintenance and Support Costs	1		
3	Member Portal	1		
4	Any Other Costs	-		
Total				KES

4. GENERAL NOTES

- Only vendors meeting **all mandatory requirements** advance to Technical Evaluation.
- Only vendors scoring **70% and above** in Technical Evaluation advance to Financial Evaluation.
- Mwietheri DT Sacco Society Ltd reserves the right to accept or reject any tender in accordance with its procurement policies and the Public Procurement & Asset Disposal Act (PPADA).

5. Submission Details

Completed quotations should be addressed to:

The Chairman

Mwietheri SACCO Society Ltd

P.O. BOX 2445

Embu.

Send complete documents to: mwietherisacco@yahoo.com

Deadline for submission: 10th Dec 2025

