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**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS FOR THE SUPPLY, IMPLEMENTATION, DEPLOYMENT  
AND COMMISSIONING OF CONTINUOUS AUDIT AND MONITORING SYSTEM FOR  
CENTRAL BANK OF KENYA  
REF: CBK/RFP/029/2022-2023**

Arising from the clarifications sought by participants of the pre-bid meeting held on 14<sup>th</sup> September 2022, Addendum Number 1 is hereby issued. The addendum now forms part of the Tender Document. It is issued in line with Section 75 of the Public Procurement and Asset Disposal Act 2015.

<b>No.</b>	<b>Clarification sought</b>	<b>Response</b>
1	The number of licenses required by Internal Audit Department and the number of people to be trained.	Licenses: Internal Audit- 25 Business users- 40  People to be trained: General auditors- approx. 25 Script developers- approx. 8 Business users- approx. 40 IT support staff- approx. 4
2	Breakdown of business users and what is their expectation?	Please refer to Table on technical evaluation, section 1 (e) Training: Committed to offering training to: <ul style="list-style-type: none"><li>• General auditors;<ul style="list-style-type: none"><li>○ Approx. 25</li><li>○ Expectation: CAM system administration, data loading, data analytics, reporting, and scripting.</li></ul></li><li>• Scripts developers (approx. 8);<ul style="list-style-type: none"><li>○ Expectation: Script design, development, testing, deployment, post-go-live customization, and troubleshooting</li></ul></li><li>• Select business users;<ul style="list-style-type: none"><li>○ Approx. 40</li><li>○ Expectation: End-user dashboard navigation, report generation, follow up</li></ul></li></ul>

		<p>and update of exceptions raised by CAM.</p> <ul style="list-style-type: none"> <li>IT support staff (approx. 4); <ul style="list-style-type: none"> <li>Expectation: System implementation, upgrade and general IT support.</li> </ul> </li> </ul>
3	Whether CBK has preferred dashboard visualization tools.	<p>Use any of the following three (3) dashboard visualization tools: Power BI, Tableau, or Oracle BI.</p>
4	How the 20 scripts for FMD ( <i>specified in Technical Evaluation 1 (d)</i> ) to be done.	<p>Identification of tests to be automated will be a collaborative effort between the vendor, business area, and Internal Audit.</p> <p>The vendor will then proceed to design, develop, test and implement the scripts</p>
5	<p>Technical Evaluation No. 1 (a) states “Implementation partner regional experience. Attach reference letters. <i>“Must have implemented in institutions within the East African Community having an average operating annual income of Kshs. 10 billion and above, or/and Central Banks. Provide a list.”</i></p> <p>Whether the institutions must be in East Africa or open to other regions.</p>	<p>Changed to: “Implementation partner regional experience. Attach reference letters. Must have implemented:</p> <ul style="list-style-type: none"> <li>In institutions within the East Africa Community having an average operating annual income of Kshs. 10 billion and above, and/or;</li> <li>Other Central Banks around the world. Provide a list.”</li> </ul>
6	Whether the proposed system is On-Prem or Cloud based.	On-prem
7	Whether the proposed system required by the Bank is developed system (ready to deploy system) or to be developed?	System should be ready and implemented successfully in other institutions.
8	Documents to be submitted by bidders outside Kenya to comply with the Mandatory Requirements.	Bidders from outside Kenya are allowed to provide equivalent documents from their jurisdiction.
9	Document to be used by bidders for submission of the RFP.	Bidders are allowed to use their own bid document which must be aligned to the RFP document.
10	Format of Power of Attorney to use.	Bidders in a joint venture are allowed to use their own format when drafting Power of Attorney.

**All other terms and conditions of the Tender Document remain the same.**

**DEPUTY DIRECTOR/ HEAD OF PROCUREMENT**

16<sup>th</sup> September 2022

# **MINUTES OF REQUEST FOR PROPOSALS FOR THE SUPPLY, IMPLEMENTATION, DEPLOYMENT AND COMMISSIONING OF CONTINUOUS AUDIT AND MONITORING SYSTEM FOR CENTRAL BANK OF KENYA HELD AT ICT SMART ROOM ON 14<sup>th</sup> SEPTEMBER 2022 AT 10:30 A.M.**

## **Present**

CBK

Prospective bidders (7)

## **Preamble**

The purpose of the meeting was to help vendors gain a better understanding of the bid document, the scope of work, the mandatory and technical requirement as well as for them to raise any questions regarding the tender No. CBK/RFP/029/2022-20232 - Request for proposal for Supply, Implementation, Deployment and Commissioning of Continuous Audit and Monitoring (CAM) system for Central Bank of Kenya. The meeting was hybrid where the attendance was in person and virtual.

The tender is a National Open Tender (NOT) that is scheduled to close on 21<sup>st</sup> September 2022 at 10.30am.

## **Minute N° 1/14/09/2022: Opening remarks and introduction**

The participants were welcomed to the meeting, and a brief introduction was done where the attendees (both in person and virtual) were requested to give their names and the firms they represent. This was followed by introducing the purpose of the meeting.

## **Minute N° 2/14/09/2022: Bid Process**

The participants were given an overview of the bid document specially the content on the *Letter of Request for Proposal (RFP)* and *the Data Sheet*. Some of the areas highlighted were:

The bidders must separate the technical and financial proposals and place each in separate envelope and enclose both in one big envelope. The technical and financial proposal envelopes must be marked as technical and financial proposal respectively. The financial proposal must provide breakdown showing all relevant reimbursable expenses.

The Bank procurement rules allow joint ventures. The Maximum number of members in the Joint Venture (JV) shall be two as specified in the Data Sheet.

The closing date and time for submission of bids is 21<sup>st</sup> September 2022, 10.30 am. Clarifications may be requested no later than three (3) days prior to the submission deadline. The contact information for requesting clarifications is through this email: [supplies@centralbank.go.ke](mailto:supplies@centralbank.go.ke)

The contract award process will involve negotiations with the successful bidder who has the highest combined score (technical and financial proposal.)

## **Minute N° 3/14/09/2022: TOR and Evaluation Criteria**

The prospective bidders were taken through the TOR and the expected outcome, the Bank emphasized the need to complete the project within the specified time period without compromising quality and making the process of implementation as painless as possible.

The vendors were taken through the Mandatory and Technical Evaluation line by line informing them that anyone failing in mandatory revaluation stage will not proceed to the technical evaluation. For

bidders to go to financial evaluation stage they must get at least 75% and above in the technical evaluation.

**Minute N° 4/14/09/2022: Clarification sought and Responses**

The bidders raised several questions about the tender. They were advised an addendum would be issued to clarify these queries in addition to any other information.

**Minute N° 5/14/09/2022: Any other business**

There being no other business, the meeting ended at 11.30 a.m.