



REPUBLIC OF KENYA

MINISTRY OF MINING, BLUE ECONOMY & MARITIME AFFAIRS

STATE DEPARTMENT FOR MINING

P.O Box 30009-00100

NAIROBI

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The State Department for Mining invites qualified and interested firms to bid for the following Expression of Interest:

Tender No.	Expression of Interest Description	Opening Date
MMBE&MA/SDM/013/2023-2024	Expression of interest for consultancy services for development of Library Management System	5 th October, 2023

1. Background

The State Department for Mining is in the Ministry of Mining Blue Economy and Maritime Affairs came into existence through the Executive Order No. 1 of 2023. Its mandate and vision are to unlock the country's full mineral potential and thus increase the overall contribution of the minerals to Kenya's GDP from the current sub one percent to a target of 10% by the year 2030.

The State Department for Mining intends to undertake a modernization of its Library Information Services by employing state of the art ICT System at its Madini House Offices. The Ministry intends to benefit from these by automating the management of all library aspects and providing access and online reading to internal and external users.

Online Reading

The system **Must** support online reading. This means the system admin can upload material that allows members to log into their accounts and read. This can achieve the following:

1. Members can read newspapers uploaded by Admin
2. Members can read any online documents and reports
3. Online reports can be in PDF or Word

Objective of the assignment

The overall objective of this consultancy is to supply, install, train staff and commission a Library Management Information System at the Library at Madini House, Industrial area.

Scope of the assignment

The following section details the scope of the assignment.

A. Development of inception report

The inception period and report shall include the process agreed with the client by which the project will be undertaken. There will need to be regular dialog between the geologists of the client and the consultant.

Deliverables

The following are the deliverables of this consultancy.

- Training & Capacity building for 200 participants;
- Software
- Supply of barcode printers and barcode stickers to cover all the library reading material
- Affixing of the barcode stickers onto all relevant library material
- Supply and installation of barcode readers, including library access control

B. Reporting Requirements

The consultant is expected to provide periodic reports to keep the client updated on the work progress.

C. Administration

- The consultant's contract shall be with the Ministry of Mining, Blue Economy and Maritime Affairs and will work from an appropriate and cost effective venue that meets the client's needs.
- The consultant will work closely with the Ministry on this project.
- The consultant shall also provide project management to ensure full implementation in accordance with Ministry's expectations;
- All deliverables and other administrative reports described in this TOR will be addressed to the Ministry of Mining, Blue Economy and Maritime Affairs.

SPECIFICATIONS FOR SUPPLY, INSTALLATION AND COMMISSIONING OF LIBRARY INFORMATION SYSTEM

- Reserve management
- Periodical management
- Serials management
- Report writer
- Search

COMPLIANCE MATRIX FOR SPECIFIC REQUIREMENTS FOR THE INTEGRATED LIBRARY INFORMATION SYSTEM

No.	REQUIREMENT DESCRIPTION	ADDITIONAL COMMENTS ON REQUIREMENTS	BIDDER'S RESPONSE ON SYSTEM COMPLIANCE (Y/N)
ITEM 1 EXPERIENCE(Max Total 10)			
1	Experience in library and digital automation. Proof of implementation of a large library network with branches is required Contracts completed in the last 3 years (Max of 3No. Projects)- Provide Evidence Project of similar nature, complexity or magnitude -5 Project of similar nature but of lower value than the one in consideration -2 No completed project of similar nature -0	Details of major installations of the system to other libraries, give and the contact persons	

	<p>Key Personnel (Attach evidence) Team Leader / Lead Consultant (Max 5) Holder of MSc. degree in relevant field -5 Holder of BSc. degree in relevant field -4 Holder of Diploma in relevant -3 Holder of Certificate in relevant -2 No relevant certificate -1</p>		
ITEM 2 SYSTEM FEATURE (MAX TOTAL 70)			
2.1	General System Requirement	<p>All modules must be linked to enable seamless flow of processes i.e. from acquisition, the record moves straight to cataloging. Enable users to view their library records. Ability to handle not less than 500,000 library records with capability to archive documents, with expansion ability. GUI interface, client Web-based Concurrent client connections. Integrated report writing tool (or separate tools provided). support the export of data into the following formats:</p> <ul style="list-style-type: none"> • HTML • Print 	

		<ul style="list-style-type: none"> • PDF • XML • RTF • ASCII • XLS • BMP • JPG • TIF 	
2.2	Deployment	Web based	
2.3	Catalog management		
2.4	Authority		
2.5	Circulation management		
2.6	OPAC		
	Support the display of search results in different formats for example: Brief Complete MARC-format Catalogue		
	Support full text searches For defined relevant fields		
	Support electronic documents (e.g. pdf, images etc) link to electronic resource		

	Support the import of bibliographic records in MARC formats provided by different vendors		
	Support USMARC/MARC-21 formats for the library item records		
	Search results to include item information with option to include fields or not (e.g. due date of item, status such as lost , Bindery)		
	Web OPAC must provide online facility to registered library users to (a) Online renewals (b)Online reservations		
	To enable online update of records with defined access rights for selected staff members		
	Be able to import the current databases		
	Support simple search and extended search Local/Web-based		
	Internet and intranets searches and be able to link selected fields to electronic resource (full text standards in .pdf format) Including other formats like pictures etc		
2.8	Borrowers/patron management		

	<p>To support registered external customers (subscribing members) username and password</p> <p>To capture Authorized library user Institution Name Address Notification email Type of membership Customer number Date subscribed Next renewal date</p>	<p>Type of membership could be institutional, individual</p>	
	<p>Must have interest profile facility for library users that can be amended/managed by the user</p>		
	<p>To capture details of any customer visiting the site / searching the catalogue with a view collection username and password</p>		
	<p>Able to send automatic email at defined interval to relevant registered customers once a new entry is done relating to the area of interest above (SDI service)</p>		
	<p>Must be able to import and regularly update staff details from organizations administration system into the borrower module</p>		

	Must be able to use any type of barcode for both borrower and item identification		
2.9	Acquisition		
	Support library subscriptions to periodicals	Ordering, alert and monitor subscription details (renewals)	
	Process acquisition requests for all library materials	Trigger email to customer who initiated the request on document availability	
	Maintain records for all suppliers, book vendors and buyers of standards	Address and what was bought	
	Maintain records for all external orders done by clients through the library as sales records	Items and revenue realized	
	Maintain records for all acquisition expenditure (costs) against budget		
	Generate requisition for all materials to suppliers as held in the system		
	Maintain and track information/record on acquisition of all materials	From selection until it is shelved	
	To support the library acquisition modules of library publications		
	Monitor orders placed to suppliers	Step-by-step movement of activity	
Must be able to send borrower and supplier notices by email			
2.10	Accessioning, Cataloguing and Classification		
	Support assigned accession numbers of books		

	Must be able to import catalog records from other libraries and systems including Z39.50 imports		
	Ability to catalog all materials monographs, serials and periodicals using acceptable cataloging standards		
	Support several classification schemes		
	support MARC-like or MARC-compatible format (Machine Readable Cataloging) for Bibliographic data		
	Must have Z39.50 flat form		
	Branch libraries must be able to prevent their records from being amended by others branch libraries		
	Support periodical identification and subscriptions	Selection, details of requester, subscription renewals	
	Must be able to link catalog records to electronic documents (e.g. pdf) as well as audio, video and sound files		
2.11	Circulation		
	Enable all circulation services of a library	Borrowing, reservation, ILL, overdue	
	Enable users to view existing collection through OPAC and place requests	Locally, Internet and intranet (web-based)	
	Enable for placement of requests by registered users within the system	Locally, Internet and intranet (web-based)	

	Enable library staff view the requests and process	Authorized staff only (passwords and usernames)	
	Allow for reservation	Registered users (passwords and usernames)	
	Provide for calculation of overdue charges	Sorted per user	
	Provide for automatic reminders (email) to users regarding item status under their name e.g. upon clearing or on overdue/pending items.	Email address used as	
	Must be able to handle circulation/returns, and transfers		
	Must be able to show item status example lost, binding, ordered		
	Must have facility to mass change batches of records		
	Must have facility to track library usage materials		
	Must include facility to handle short loan/Reserve collection for students		
	Must include overdue fine facility		
2.12	Barcode scanning – bar-coding/RFID		
2.13	Security features		
	User access restrictions into the system (login)	Customer to fill online forms	

	User rights assignment through levels (Role based access)		
	Comprehensive audit trail of all transactions		
	Password encryption supported as default		
	Can be comfortably integrated with environmental detection machines		
2.14	Reports		
	Be able to give statistical reports e.g. weekly, monthly, quarter and annual		
	Records of each customer on what has been borrowed over a period of time		
	Generate acquisition reports showing materials procured during specified period and suppliers and costs.		
	Generate statistical reports on library usage during a specified period.		
	Provide for subject analysis to identify most and least used subjects		
	Provide for calculation of overdue charges		
	Analysis of library collection by subject and class number (ICS Scheme for standards and UDC scheme for Books)		

	Generation of individual user reports to show materials borrowed, held, overdue, fined etc		
	Record of most borrowed publication		
	Give a trail of customer queries and feedback		
	Payment Gateway		
	The system should be linked to the Government Mobile Payment Gateway (Pay Bill) to adhere to the Government Digitization agenda.		

Interested and qualified firms must meet the following criteria8.

No.	Description of Criteria.	Requirements	
1.	Number of Years the firm has been in Existence and offering similar services	Provide a copy of Certificate of Incorporation/ Business Registration in Kenya	
2.	Similar Experience/ Technical Capacity	<p>Tenderers are required to demonstrate Experience and technical capacity by:</p> <p>a) Provide at least three (3) reference clients of similar magnitude for the tendered services.</p> <p>b) Provide at least three (3) Contracts copies, LPOs from above.</p> <p>c) Three (3) completion certificates or recommendation letters referring to the awarded contracts from the three (3) institutions.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>Recommendation letters should be in the letter head of the Company that issued LPO's or Contracts.</i> • <i>One of the reference MUST have Library Management System or Module</i> 	
3.	Financial Performance	Certified audited accounts for a period of three years; the three years average business turnover should be minimum	

		twice of the bid price offered by the bidder	
4.	Work Methodology	<p>Submission of a brief work methodology. The tenderer shall provide the following;</p> <ul style="list-style-type: none"> a) Work programme b) Proposals on work scheduling including the response time c) Detailed method statement on how to carry out the intended works d) Complete training plan for technical, super users and end users Data migration plan e) Vendor support mechanism/ plan after go-live. f) Clear and concise project implementation /execution plans with logical sequence of tasks and milestones g) Project organization chart with clear roles, responsibilities and reporting lines. 	

Minimum Expertise Required

The members of the team will have the skills and experience necessary to undertake the range of tasks set out in this Terms of Reference. Each individual on the team must be personally available to do the work as and when required. The Consultant will be held accountable for ensuring project deliverables and for the professional conduct and integrity of the team. The consulting firm may propose the best team combination to achieve the overall goal. To be considered for the assignment, proposed team members should submit their respective CV and certificates

Key Experts mandatory Certifications and Skills

1. Lead Expert (1)

- **At least a Bachelors’ degree in ICT or related field with at least 10 years' experience in implementing similar or related system development.**

- **Provide evidence of recent relevant projects delivered**

2. Other key experts (3)

- **The experts should demonstrate experience in System design/Software Development, database development, system integration and administration**

- **Minimum of a degree in ICT or related field and at least 5 years' experience in similar assignments**

3. Project Implementation

The Bidder must attach a detailed system implementation methodology and work plan.

a. Milestones and Deliverables

No	Deliverables	
a)	Inception Report giving a detailed understanding of the assignment, detailed work plan with the resource requirements schedule	
b)	Risk Management Report	
c)	Functional Requirements, Specification & Design	
d)	operating environment Requirement Specification Report	
e)	Developed/Customized, Installed, Tested Library Information Management System	
f)	System and User Manuals	
g)	User Training	

h)	User Acceptance	
i)	Go-Live	
j)	Warranty	

b. Installation & Commissioning (Handover) Plan

Minimum requirements for the installation and commissioning to include: - go-live tests to be undertaken, bidder staff on premise for go-live, period of post go-live, industry sensitizations where applicable. Installation and Commissioning of the solution must be done on site. A detailed plan must be submitted with timeliness.

c. Payment schedule

Payments shall be made upon sign offs on specific milestones by the users and inspection done by the project implementation team. The milestones are specified below:

- a) 20% -Payable upon submission and acceptance of an Inception Report
- b) 70% -Payable upon development, Installation, Data migration, Pilot and user acceptance and Go-live
- c) 10%-Retention fee payable six (6) months after go live

Data capture/fields requirements

The new system is required to support rich data capture features to support reporting and analytical functionalities. The system should automatically enforce data consistency checks to promote high standards of data integrity.

Evaluation Criteria

S/No.	Competence	Criterion	Key Aspects of the Criterion	Points
1.	Qualifications of Key personnel	Lead Consultant	At least a degree in ICT or related field with at least 10 years' experience in implementing similar or related system development. Provide evidence of recent relevant projects delivered.	5

		<p>Supporting Consultants (3No.)</p>	<p>The experts should demonstrate experience in System design/Software Development.</p> <p>Database, system integration and administration.</p> <p>Minimum of a degree in ICT or related field and at least 5 years' experience in similar assignments.</p>	3
2.	Specific experience	<p>The bidder should possess demonstrable experience in system development of similar magnitude and nature – Provide LPO's, Letters of Offer, Copies of Contract for similar assignment preferably within the Public Sector.</p>	<p>More than 10 years working experience.</p>	40
			<p>5-9 years working experience <i>Supply Management System</i></p>	30
			<p>3-4 years working experience</p>	20
			<p>Less than 3 years working experience</p>	10
			<p>No experience</p>	0
3.	Methodology	<p>The bidder should provide clear</p>	<p>Clear methodology, including timelines, of undertaking the assignment</p>	30

		methodology, including timelines, of undertaking the assignment	Methodology not clear	0
4.	Provide mandatory requirements	Statutory requirements	A copy of Certificate of Incorporation/Business Registration	2
			A copy of CR 12 not older than one year or equivalent	2
			A copy of KRA PIN	2
			Valid Tax Compliance Certificate	2
5.	Audited Accounts	Provide certified copies of Firms Audited Accounts	Three or more years	14
			Two Years	9
			One Year	4
Total				100

6. Clarifications

State Department for Mining shall promptly respond to all request for any clarification relating to expression of interest where such request is received before the deadline for submission. Any request for clarification must be sent in writing by electronic mailed to: -

Head, Supply Chain Management Services

State Department for Mining

Email: sdd.scms@mining.go.ke

7. Submission

Completed EOI proposal shall be submitted in ONE (1) “ORIGINAL hard copy clearly labelled your company name and placed in separate sealed envelope. The envelope shall be placed in envelope and sealed bear State Department for Mining address, EOI name and number and clearly marked “DO NOT OPEN before day, date and time of EOI closing/Opening date.

Bidder's shall submit an original and a copy of tender documents clearly marked "**Original**" or "**Copy**" and packaged together. Sealed and duly completed tender documents in plain envelopes indicating the **Tender Number and without identifying the sender**

The Expression of Interest application must be delivered (by hand or registered mail) and placed in the Tender Box situated on the 2nd floor, Works Building Addressed to:

**Principal Secretary
State Department for Mining
P.O Box 30009-00100
Nairobi**

So as to be received on or before: **Thursday, 5th October, 2023 at 10:00 a.m.** The EOI shall be opened immediately on **Thursday, 5th October, 2023 at 10:00 a.m.** and in the presence of tenderers' representatives at the Ministry's' Board Room on 3rd floor. Only firms shortlisted under this procedure will be invited to submit their Technical and Financial proposals under the Request for Proposals (RFP).

Bulky tenders are to be registered at the Head, Supply Chain Management Services on 2nd floor, Works Building.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY**

TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) *Tenderer's details*

S/No.	IT EM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License, Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____
 Nationality _____ Country of Origin _____
 Citizenship _____

c) Partnership, provide the following details.

S/No.	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) Registered Company, provide the following details.

- (i) Private or public Company __
- (ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings
 (Equivalent).....

Issued Kenya Shillings
 (Equivalent).....

(iii) Give details of Directors as follows.

S/No	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

- i) are there any person/persons in.....(Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

S/No	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer

1			
2			
3			

ii) *Conflict of interest disclosure*

S/No.	Type of Conflict	Disclosure YES or NO	If YES provide details of the relationship with Tenderer
1.	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2.	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3.	Tenderer has the same legal representative as another tenderer		
4.	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5.	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6.	Tenderer would be providing goods, works, non- consulting services or consulting services during implementation of the contract specified in this Tender Document		

7. Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of Such contract.		
8. Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9. Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring entity throughout the tendering process and the execution of the contract		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____ Title or Designation _____

(Signature)

(Date)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/Company and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member]

_____ Date: _____

[Signature of authorized representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I,of P.O Box being a resident of in the Republic of do hereby make a statement as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for(*insert tender title/description*) for(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*insert name of the Procuring entity*) which is the procuring entity.
3. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*)
4. **THAT** the aforesaid Bidder will not engage /has not engaged in any corruptive practice with other bidders participating in the subject tender
5. **THAT** what is deponed to herein above is true to the best of my knowledge information and belief.

Full name.....
Signature.....
Dated thisday of2023.

Suppliers' / Company's Official Rubber Stamp