

- Bidders will be required to pass all mandatory technical specifications for the Enterprise resource planning system before being evaluated further in the other technical specifications.
 - Bidders must provide a response to each of the requirements listed below;
 - Bidders to respond to each requirement on the space provided on the sheet with a "Y" if your solution meets the Mandatory requirement referred in the compliance column as M. Bidders should respond with an "N" if their solution does not meet the requirement.
- A response of "N" to any of the mandatory requirements shall disqualify the bidder and the firm shall not be evaluated further.

Number	Requirement description	Compliance	Bidder's Response
A.	GENERAL REQUIREMENTS		
1.	The implementation will be done at the Kenya Ports Authority Mombasa, Kenya.	M	
2.	The ERP system shall be proprietary software and not open source. The System shall be configurable by the staff after implementation.	M	
3.	The set of applications shall be by one software manufacturer.	M	
4.	All ERP modules shall be deployed on premise with flexibility to migrate to cloud in future	M	
5.	The ERP shall function as a unified suite covering all required modules on one platform while ensuring end to end integration & single source Management.	M	
6.	The ERP must be accessible to users remotely and securely.	M	
7.	The System architecture shall provide for three environments i.e. Development, Testing/Training and Live environment.	M	
8.	The ERP must be capable of importing and exporting data from files formatted in common formats including but not limited to XML, MS Word, PDF, Excel, CSV, Access, txt, etc.	M	
9.	The ERP must integrate with the Microsoft Active Directory and Microsoft Exchange to allow for sending of alerts and other information.	M	
10.	The ERP must have an interface with the ability to integrate with other systems and modules.	M	
11.	The ERP system must ensure full data encryption for all sensitive and business-critical information, both in transit and at rest.	M	
12.	The proposed ERP solution must be web-enabled, browser-independent, and responsive across multiple devices.	M	
13.	Experience in Four (4) sites in public sector in kenya where installations have been done in the last five	M	

	years. Vendor to provide reference letters, Completion Certificates, contracts, Purchase orders or any other supporting documents.		
14.	Experience in providing ERP maintenance support in a port of similar size as KPA.	M	
15.	Sites provided must employ a similar solution as per the specifications provided in this tender document.	M	
16.	A Site Visit to 2 (Two) installations is requested to prove the same before the opening of the Financial Proposal.	M	
17.	The bidder must provide a technical approach and methodology		
18.	The bidder must provide organization and staffing	M	
19.	The bidder must provide a detailed workplan	M	
B.	Technical Requirements		
1.0	System Architecture and Platform		
1.	The ERP must be compatible with Windows Server or Linux.	M	
2.	The ERP must support enterprise hypervisors including but not limited to VMware, Hyper-V, Docker and Kubernetes for scalability and isolation.	M	
3.	The ERP must be compatible with all enterprise databases.	M	
2.0	Integration and Interoperability		
1.	The ERP must maintain logs that can easily integrate with common industry Security Incidence and Events Management tools.	M	
3.0	Security and Access Control		
1.	The ERP must support Role-Based Access Control.	M	
2.	The ERP must be able to enforce Multi-Factor Authentication.	M	
3.	The ERP must support Segregation of Duties rules.	M	
4.	The ERP must be capable of integration with enterprise Single Sign-On platforms to streamline authentication.	M	
5.	The ERP must support configurable password complexity, expiry and reuse policy.	M	
4.0	Backup, Disaster Recovery, and Business Continuity		
1.	The ERP must offer automatic daily incremental backups, a clear, configurable schedule, and a retention period through the various enterprise backup systems.	M	
C.	FUNCTIONAL REQUIREMENTS		

1.0			
1.	The BIDDER must provide onsite one consultant per area of expertise with specified qualifications and experience as defined in the tender document	M	
2.	ASSET MANAGEMENT AND INFRASTRUCTURE		
3.	The ERP must be able to maintain details for each equipment, including but not limited to:		
	i. Equipment Number	M	
	ii. Equipment Description	M	
	iii. Manufacturer, Model, and Serial Number	M	
	iv. Technical Specifications	M	
	v. Installation date and Warranty Details	M	
4.	The ERP must support the management of maintenance plans and strategies, including Preventive and Corrective Maintenance.	M	
5.	The ERP must allow for the scheduling of preventive maintenance tasks based on time, performance or both.	M	
6.	The ERP must automatically generate maintenance notifications and work orders based on the defined maintenance plans.	M	
7.	The ERP must maintain a complete history of all maintenance activities, costs, and downtime for each asset.	M	
8.	The ERP must support maintenance of bills of materials for complex equipment.	M	
9.	The ERP must support the management of maintenance service contracts with external vendors, including but not limited to tracking contract terms, dates, and costs.	M	
10.	The ERP must be able to generate Key Performance Indicator reports for maintenance, such as Mean Time Between Failure and Mean Time to Repair.	M	
11.	The ERP must be able to generate the following reports but not limited to,	M	
	i. Maintenance Work Order Status	M	
	ii. Preventive Maintenance Schedule	M	
	iii. Equipment Maintenance History	M	
	iv. Maintenance Cost Analysis by equipment, cost center or period.	M	
	v. Spare Parts Utilization.	M	
	vi. Equipment Downtime Analysis.	M	
2.0	Project Management		
1.	The ERP must centrally integrate all project activities, resources and financials to deliver real time visibility and control.	M	
3.0	Financial and Management Accounting		

3.1	General		
1.	The ERP must have capability to seamlessly integrate with the Financial Management system and others but not limited to:		
	i. General Ledger	M	
	ii. Accounts Receivable	M	
	iii. Accounts Payable	M	
	iv. Cash Management	M	
	v. Billing Module	M	
	vi. Other Systems	M	
3.2	General Ledger		
3.2.1	Chart of Accounts		
1.	The ERP must be able to define and maintain the structure of Chart of Accounts.	M	
2.	The ERP must support a flexible chart of accounts to accommodate future business expansions in the segments & GL codes.	M	
3.	The ERP must support Charts of Account with the following fields but not limited to:		
	i. Account Number	M	
	ii. Account Name	M	
	iii. Account Type	M	
	iv. Account Category/Subcategory.	M	
	v. Currency Code: Especially important for multinational organizations.	M	
	vi. Status.	M	
	vii. Open item Manage.	M	
	viii. Line item Manage.	M	
4.	The ERP must be able to maintain budgets tied to specific General Ledger account.	M	
5.	The ERP must have the capability to create sub ledgers within the accounts defined or account categories for all possible combinations.	M	
6.	The ERP must have the capability to generate parent -child within the accounts defined or account categories for all possible combinations.	M	
7.	The ERP should facilitate summary account reporting based on all dimensions available in the database and different reporting templates. The dimensions should include, but are not limited to production of financial statement per segment, profit centre, cost centre etc.	M	
3.2.2	Reporting Requirements for the Chart of Accounts		
1.	The ERP must support dynamic reports with the provision for a drilldown capability.	M	
2.	The ERP must provide customized reports with the following parameters:	M	

	i. Expenditure/Revenue by GL code either individually or as consolidated.	M	
	ii. Expenditure/Revenue by Cost centre.	M	
	iii. Supplier/Staff/Customer accounts.	M	
	iv. Budget vs Actual expenditure.	M	
	v. Based on posting date or date of data capture.	M	
	vi. Reversed journals.	M	
	vii. Journals posted per reporting period or intra dates.	M	
	viii. Based on transaction numbers, type, document totals etc.	M	
3.	The ERP must translate amounts in real time from functional currency or source currency in the originating ledger, based on a specified exchange rate.	M	
4.	The ERP must perform foreign exchange gain/loss per transaction and post in the designated account.	M	
5.	The ERP must support currency revaluation both on monthly and annual level.	M	
6.	The ERP must maintain all effective exchange rates for all foreign currency transactions.	M	
7.	The ERP must be multicurrency and be able to support the Kenya Shilling as the functional currency.	M	
8.	The ERP should allow upload of currency exchange rates.	M	
3.2.3	Reporting Requirements for Currencies		
1.	The ERP must support dynamic reports with the provision for a drilldown capability.	M	
2.	The ERP must provide reports with the following parameters.	M	
	i. Foreign currency trends.	M	
	ii. Currency loss/gain per transaction.	M	
	iii. Currency loss/gain translation at defined periods.	M	
	iv. Invoices/Credit Notes/Debit Notes in foreign currency.	M	
3.2.4	Reporting Requirements for Journals		
1.	The ERP must be able to produce Dynamic reports with a drilldown capability.	M	
2.	The ERP must allow customized reports with the following parameters	M	
	i. Foreign currency journals.	M	
	ii. Journals reports by initiator, reviewer, date posted etc.	M	

	iii. Journals held (pending posting).	M	
	iv. Journal reversal.	M	
	v. Journals by date/user defined period.	M	
3.	The ERP must have a mechanism of defining, setting up and updating accounting periods in financial year.	M	
4.	The ERP must be able to post and close accounting periods at predefined frequencies.	M	
5.	The ERP must provide customised reports with the following parameters:	M	
	i. Notifications on due date.	M	
	ii. Change of dates.	M	
	iii. Calendar by due date.	M	
	iv. Calendar by completed activities.	M	
	v. Calendar by pending activities.	M	
3.2.5	Reporting Requirements for Other General Ledger Requirements		
1.	The ERP must be able to setup below defined GL parameters:	M	
	i. ledger validity and approvals are captured.	M	
	ii. Handling of bank payments (A function on its own)	M	
	iii. Definition of currency rules such as payment limits, currency rates, tolerance levels, and other currency related parameters	M	
	iv. Authorization matrix	M	
	v. Unique identification/numbering of all transactions	M	
	vi. Audit trail showing name of originator, details of the GL affected, date, etc.	M	
	vii. Query functionality must be sufficient to query all information that has been captured	M	
	viii. Capable of allocating costs across cost centres	M	
	ix. The ERP must be able to consolidate several general ledgers into one at reporting	M	
	x. The ERP must enable one to preview all open items such as open purchase orders, open invoices, etc.	M	
2.	The ERP must meet requirements of the following types of tax and have provision for setting up any additional tax requirements:	M	
	i. Corporation tax	M	
	ii. Withholding tax – Construction, consultancy, management fees etc	M	
	iii. Withholding tax on Lumpsum payments	M	
	iv. Withholding Value Added Tax	M	
	v. Pay As You Earn (PAYE)	M	
	vi. Value Added Tax (VAT)	M	
	vii. Reverse VAT	M	

	viii. Any other defined taxes	M	
3.	The ERP must support the import of opening balance of assets & liabilities (suppliers, customers, staff loans, Staff advances, etc.).	M	
4.	The ERP must have the facility for adjusting entries after closing of the posting period/ financial year.	M	
5.	The ERP must allow for posting of invoices based on LPOs/LSOs, GRNs or on account. It should allow for capturing of all invoice details.	M	
6.	The ERP must provide for raising of payment voucher based on invoice posted.	M	
7.	The ERP must allow advance payment (down payment) based on purchase document.	M	
	i. The ERP must have provision for cancellation/reversal of posted invoice.	M	
	ii. The ERP must have a facility for capturing supplier credit notes.	M	
	iii. The ERP must calculate tax for vendor invoices and record tax transactions separately.	M	
	iv. The ERP must support different taxes and tax rates on an invoice.	M	
	v. The ERP must automate generation of remittance advice and tax certificate	M	
8.	The ERP must have controls that prevent duplicate processing of payments or overpayment.	M	
3.3	ACCOUNTS PAYABLES		
3.3.1	General Requirements		
1.	The ERP must be able to indicate payment types:	M	
	i. Cash	M	
	ii. Physical cheques	M	
	iii. Electronic Funds Transfer	M	
	iv. Real Time Gross Settlement	M	
	v. Cards	M	
	vi. Should include but not limited to Mobile Money Transfer / Payment	M	
2.	The ERP must be able to maintain a complete payment history and enable extraction for analysis	M	
3.	The ERP should be capable of grouping several invoices to be settled as a single payment or settled individually	M	
4.	The ERP Must Support matching: Requisition, Purchase/Service Order, Goods/Service Receipt Note, Invoice & payment.	M	
5.	The ERP should be able to close a purchase order upon payment of the full amount. The system should also be able to close unutilized commitments.	M	

6.	The ERP must be able to create and maintain supplier payment information (if not captured in the procurement when creating a supplier)	M	
7.	The ERP must allow setting up of all supplier details should be via a workflow/process	M	
8.	The ERP must interface with the procurement module to be able to retrieve all other suppliers' master details relevant for the payment.	M	
9.	The system must be able to capture payment terms such as payment discount conditions and penalty conditions.	M	
10.	The system must interface with the HR module to be able to retrieve employee master details relevant for payment.	M	
11.	The payment application MUST stop payment clearance for all the vendors whose payments are on hold due to specific reasons	M	
12.	The application MUST support payment interventions such as partial payments, stop payments, void payments, write offs etc.	M	
3.3.2 Reporting Requirements for Accounts Payables			
1.	The ERP must be able to generate the following Accounts Payable reports:	M	
	i. Invoice Aging Report (using specific criteria department, date range, specific vendor or all vendors and suppliers)	M	
	ii. Down payments/payment advances listing	M	
	iii. Supplier Payment history report	M	
	iv. Supplier statement	M	
	v. Contract Payment history report	M	
	vi. Project Payment History Report	M	
	vii. Accounts Payable posting status reports per period	M	
	viii. Open Invoice Report	M	
	ix. Lists all unpaid invoices with details like due date and amount	M	
	x. Tracks payments made to vendors over a specific period	M	
	xi. Discount Utilization Report	M	
2.	The supplier Master data Must have but not limited to the following fields:	M	
	i. Vendor ID / Code	M	
	ii. Company Name	M	
	iii. Physical Address, City, Postal code/Address,	M	
	iv. Country / Region	M	
	v. Contact Person	M	
	vi. Phone / Email	M	

	vii. Tax PIN Number	M	
	viii. Bank Account Details	M	
	ix. Payment Terms	M	
	x. Delivery Terms	M	
	xi. Reconciliation account	M	
	xii. Payment Method	M	
3.4	ACCOUNTS RECEIVABLE		
1.	The ERP must have the ability to record different types of receivables and revenues.	M	
2.	The ERP must have ability to bill based on various or combination of billing types with variable rates by customer.	M	
3.	The ERP must be able to automate the receipting process and generate Payment Receipt.	M	
4.	The ERP must be able to update accounts receivables and cash/bank after receipting.	M	
5.	The ERP MUST provide facilities to query accounts receivables.	M	
6.	The ERP must be configurable to allocate receipts into various GL accounts.	M	
7.	The ERP must be able to restrict posting of receipts by users to specific accounts.	M	
8.	The ERP must support the reversals, corrections of the payments and the receipts based on an approval flow chart	M	
9.	The ERP must capture receipts other than revenue.	M	
10.	The ERP MUST allow matching of receipts to invoices based on different parameters including but not limited to customer id, name, invoice numbers, contact details.	M	
11.	The ERP must define Payment terms such as penalties and/or fines.	M	
12.	The ERP must allow one to print a comprehensive customer account statement showing all transactions.	M	
13.	The ERP must be able to process receipts in multiple currencies.	M	
14.	The ERP must be able to set up payment parameters for customers such as currency of payment, payment frequency, mode etc.	M	
15.	The ERP must be able to handle suppliers who are also customers.	M	
16.	The ERP must be able to detect duplicate customers by comparing a combination of unique customer details like the KPA internal generated numbers and the tax PIN.	M	

17.	The ERP must be able to capture and maintain a complete history of customer transactions and generation of customer statements that can be emailed.	M	
18.	The ERP must be able to produce exceptional reports to determine customers whose credit limit is older than a specified number of days.	M	
19.	The ERP MUST generate dunning or collection letters, to have credit limit and credit hold functions.	M	
20.	The ERP must be able to handle payments in excess of the receivable amount	M	
21.	The ERP must have the ability to define Customer credit policies/limits.	M	
22.	The ERP Customer Master data Must have but not limited to the following fields:	M	
	i. Customer ID / Code	M	
	ii. Company Name	M	
	iii. Physical Address, Citi, Postal code/Address,	M	
	iv. Country / Region	M	
	v. Contact Person	M	
	vi. Phone / Email	M	
	vii. Tax PIN Number	M	
	viii. Bank Account Details	M	
	ix. Bank Branch	M	
	x. Payment Terms	M	
	xi. Reconciliation account	M	
23.	The ERP must have the ability to track a customer's credit balance and issue alerts upon attainment of a set threshold.	M	
24.	The ERP must support bad debt provisioning.	M	
25.	The ERP MUST have write-off limits defined for users and inbuilt approval process for bad debts or adjustments.	M	
3.4.1	Reporting Requirements for Accounts Receivables		
1.	The ERP must be able to generate the following AR reports:	M	
	i. AR Aging Report Using specific criteria department, date range, specific customer or all	M	
	ii. The report MUST have details in terms of payment terms, customer profile class, customer category, the amount overdue and the payment mode.	M	
	iii. Aging report categorizes receivables from clients based on time intervals:	M	
	iv. Down payments/payment advances listing	M	
	v. Client Payment history report	M	

	vi. AR posting status reports per period	M	
	vii. Cash Receipts Report	M	
	viii. Client Statement	M	
3.5	IMPREST MANAGEMENT		
1.	The ERP must be able to address imprest management process.	M	
2.	The ERP should automatically reject imprest application for staff with uncleared advances.	M	
3.	The ERP should automatically reject imprest application for staff not included in the requisition.		
4.	The ERP must enable posting of imprest and their accountabilities entries to the GL.	M	
3.5.1	Reporting Requirements for Imprest		
1.	The ERP must be able to generate the following reports:	M	
	i. Imprest disbursements by individual/amount/date/division/department	M	
	ii. Ageing staff imprest	M	
	iii. Aging report categorizes receivables to	M	
	iv. Clients/staffs based on time intervals	M	
	v. Client/staff Payment history report	M	
	vi. Client/staff Statement	M	
3.6	CASH AND BANK MANAGEMENT		
1.	The ERP must be able to capture advances.	M	
2.	The ERP must allow Staff to apply for a petty cash request online with the defined limits.	M	
3.	The ERP must allow automatic tracking of petty cash balance.	M	
4.	The ERP must provide for the definition of petty cash float limits.	M	
5.	The ERP must enable posting of petty cash transactions to the GL.	M	
3.6.1	Reporting Requirements for Cash Management		
1.	The ERP must provide dynamic reports with the provision for a drilldown capability.	M	
2.	The ERP must create customized reports.	M	
3.6.2	BANK RECONCILIATION		
1.	The ERP must provide for uploading of electronic bank statements via host-to-host integration with the banks for MT940 messages.	M	
2.	The ERP must provide functionality for matching and reconciling entries in the cashbook with those on the bank statements by amounts, PV ref etc. The bank balance MUST be automatically updated online based on clearances.	M	
3.	The ERP MUST provide for creation of miscellaneous transactions to record bank credits in the bank i.e.	M	

	initiated activities like interest gained, bank charges etc.		
4.	The ERP must have a facility for definition of matching rules and report on both reconciling and non-reconciling items	M	
5.	Reporting Requirements for Bank Reconciliations		
6.	The ERP must provide dynamic reports with the provision for a drilldown capability.	M	
7.	The ERP must provide customized reports with the following parameters:	M	
	i. Bank reconciliation report	M	
	ii. Direct debits/credits	M	
	iii. Unreconciled items	M	
3.6.3	BANK ACCOUNTS		
1.	The ERP must have fields for the following Bank details in full not limited to;	M	
	i. Bank code	M	
	ii. Status (active/inactive)	M	
	iii. Bank name	M	
	iv. Bank branch	M	
	v. Address, City, Region	M	
	vi. Account name	M	
	vii. Account number	M	
	viii. Bank Key	M	
	ix. Transaction details:	M	
	x. Transaction limit	M	
	xi. Transaction reference	M	
	xii. Comments	M	
	xiii. Transaction type	M	
	xiv. Swift/BIC	M	
	xv. Bank Country	M	
3.6.4	Reporting Requirements for Bank Accounts		
1.	The ERP must provide dynamic reports with the provision for a drilldown capability.	M	
2.	The ERP must provide customized reports with following parameters:	M	
	i. Deposit List	M	
	ii. Deposit Report	M	
	iii. Cash payments (supporting electronic fund transfer)	M	
	iv. Cash receipts (supporting direct debit)	M	
	v. The reports conforming to KPAs existing bankers' requirements	M	
	vi. Bank by Bank name/staff/amount	M	
3.6.5	CASH FORECASTING		

1.	The ERP MUST provide cash flows projections based on the transactions Processed in the integrated modules including receivables and payables.	M	
2.	The ERP MUST provide the facility to define cash forecast templates such as:	M	
	i. Forecasting periods	M	
	ii. Selection criteria for each source	M	
3.	The ERP MUST be able to generate a cash forecast in any currency based on the user's parameters assigned.	M	
3.6.6	Reporting Requirements for Cash Forecasting		
1.	The ERP must provide dynamic reports with the provision for a drilldown capability.	M	
2.	The ERP must provide customized reports.	M	
3.7	MANAGEMENT ACCOUNTING		
3.7.1	BUDGETING PROCESS		
1.	The ERP must incorporate online budget preparation functionality and should be able to cover all budgetary elements whether capital or operational expenses.	M	
2.	The ERP must possess functionality that allows budget preparation at activity, divisional and departmental levels prior to merging into a corporate budget.	M	
3.	The ERP must be able to maintain and track budgets and expenditure at activity, divisional, departmental and corporate level. It must be able to provide alerts upon attainment of defined threshold.	M	
4.	The ERP must be able to lock expenditure beyond the budget amount at the activity, divisional and departmental level and corporate budget.	M	
5.	The ERP must be able to keep historic budget information.	M	
6.	The ERP must link payments and invoices to budget line items for cost management purposes.	M	
7.	The ERP MUST link payments to project budget line items for cost management purposes (where applicable)	M	
8.	The ERP MUST be able to accommodate a budget calendar that may be different from a financial calendar	M	
9.	The ERP must support rolling over of budget amounts/lines year on year	M	
10.	The ERP must provide functionality to view actual data against budgeted data	M	
11.	The ERP must be able to support reallocation of budgets between budget lines	M	

12.	The ERP must support Activity Based Budgeting, providing for a facility to capture objectives, activities and outcomes at the item and sub-item level	M	
13.	The ERP must facilitate multiple years budgeting – prior years and at least 3 future years.	M	
14.	The ERP must facilitate allocation of budget ceilings by activity and account code.	M	
15.	The ERP must have ability to allow for creation of special budgets (Monthly, Quarterly, Biannual, Annually) etc.	M	
16.	The ERP must support both Bottom Up and Top-Down budgeting.	M	
17.	The ERP must support commitment control by not allowing spending on a line item without a budget.	M	
18.	The ERP must be able to link advances to staff (imprest) and regional offices to budget. Funds so advanced must remain as commitments until they are accounted.	M	
19.	The ERP must support copying of budgets from a financial period to another.	M	
3.7.2	Reporting Requirements for Budgeting Process		
1.	The ERP must provide dynamic reports with the provision for a drilldown capability.	M	
2.	The ERP must provide customized reports and must conform to the defined reporting templates:	M	
	i. Instantaneous i.e. any point in time	M	
	ii. Monthly budget reports	M	
	iii. Quarterly budget reports	M	
	iv. Annual budget reports	M	
	v. Actual vs. Budget	M	
	vi. Year expenditure/revenue reports	M	
	vii. Reallocation reports	M	
	viii. Cost centre budget reports in user defined period	M	
	ix. Performance contracting reports	M	
	x. Unutilized commitments	M	
	xi. Variance reports.	M	
3.7.3	BUDGETARY CONTROLS		
1.	The ERP should allow preparing the budget outturn report, with the options of:	M	
	i. Factoring in all actual payments and committed funds (i.e. funds whose purchase requisition has been approved but the actual payment has not been made)	M	
	ii. Factoring in only actual payments made	M	
2.	The ERP must not include future payments (not yet incurred) as a result of scheduled LPOs or journals.	M	

3.	The ERP must enable tracking of budget expenditure and produce a report of the Same.	M	
4.	THE ERP must produce comparative financial statements showing:	M	
	i. Prior year budget data		
	ii. Year to date budget	M	
	iii. Annual budget	M	
5.	The ERP must be able to produce reports on committed budgets, actual expenditures and balances per budget line/account holder	M	
6.	The ERP must prevent department level users from updating budget information after it has been submitted.	M	
3.8	FINANCIAL REPORTING REQUIREMENTS		
1.	The ERP MUST facilitate forecasting of costs and revenue in terms of trends based on historical data.	M	
2.	The ERP MUST have the following types of reports by date range:	M	
	i. Profit & Loss account monthly, quarterly annual, comparative	M	
	ii. Trial balance	M	
	iii. Performance report	M	
	iv. Forecasted Income Statement	M	
	v. Cash Flow Statement	M	
	vi. Statement of changes in equity	M	
	vii. User defined	M	
	viii. Complete IFRS formats including notes	M	
	ix. Complete Quarterly financial statement reports in IFRS formats	M	
	x. User defined period reports	M	
	xi. Notes to the financial statements	M	
3.9	ASSET MANAGEMENT SYSTEM REQUIREMENT		
1.	The ERP must have the ability to generate asset tag based on asset class & predefined sequence numbering to help in the process of physical verification process.	M	
2.	The ERP must have ability to allocate each asset to one or more insurance policies	M	
3.	The ERP must have ability to register and track warranty information	M	
4.	The ERP must have ability to associate a fixed asset with a regional office and calculate depreciation expense accordingly	M	
5.	The ERP must provide the ability to store manufacturing information	M	
6.	The ERP must have the ability to store supplier information.	M	

7.	The ERP must have the ability to track to what system a piece of equipment belongs to	M	
8.	The ERP must have the ability to track the asset purchased, installed dates, removed dates, original costs, life to date repair costs, current replacement costs.	M	
9.	The ERP must have the ability to allow for categorization of an asset (apply different depreciation methods for different components of a major asset).	M	
3.10	ASSET MOVEMENT MANAGEMENT		
1.	The ERP must have the functionality to request for and get approval of an asset movement/transfer from one location to another.	M	
2.	The ERP must have the functionality to monitor the asset movements within KPA.	M	
3.	The ERP must have facility to generate asset movement forms and approvals when asset is moved and identify current location and current user (whenever it is applicable).	M	
4.	The ERP must have ability to facilitate interregional / interdepartmental asset issues and transfers/receipts.	M	
3.10.1	Reporting Requirements for Asset Movement Management		
1.	The ERP must have the functionality to produce standard reports on the asset movements within KPA.	M	
3.10.2	Money Market		
1.	The ERP must be able to handle the following types of Money Markets instruments but not limited to		
	i. Treasury Bill	M	
	ii. Fixed Deposits	M	
	iii. On call	M	
	iv. Forex Trade	M	
	v. Overnight Deposit	M	
2.	The ERP must be capable of doing the listed below transactions		
	i. Buying of the Instruments	M	
	ii. Full Redeeming after Maturity	M	
	iii. Partial Redeeming	M	
	iv. Rollover	M	
	v. Calculation of Full-Term Interest	M	
	vi. Accrue interest	M	
	vii. Receive Interest	M	
	viii. Computation of gains /(loss) on disposal	M	
	ix. Computation of fair value gains /(loss) on disposal	M	

	x. Revaluation at period end on monthly, quarterly and annually	M	
	xi. Amortization and passing of Amortization Journal Vouchers	M	
3.11	ASSET DISPOSAL MANAGEMENT		
1.	The ERP must manage all asset disposal related data including dates, rates and attachable documents.	M	
2.	The ERP must allow for the management of important dates in the asset disposal plan (deadlines, stages and conditions).	M	
3.	The ERP must allow creation of individual reports for presenting data on asset disposal	M	
4.	The ERP must enable various divisions to develop their disposal plans for the year whose view can be broken down to enable viewing as per various periods.	M	
5.	The ERP must allow Consolidation of disposal plans of various divisions into a single disposal plan and vice versa.	M	
6.	The ERP must have the ability to view and print divisional and consolidated disposal plan.	M	
7.	The ERP must have the ability to track disposal requisitions against the disposal plan at divisional level and companywide level.	M	
8.	The ERP must be able to allow categorization of disposal plan requests.	M	
9.	The ERP must be able to set alerts with respect to initiation of disposal plans preparation.	M	
10.	The ERP must be able to perform fixed assets registration from the procurement/AP process.	M	
3.11.1	Reporting Requirements for Asset Disposal Management		
1.	The ERP should allow a facility to record Asset tags (Barcode/Rfid) including but not limited to	M	
	i. An asset to be uniquely identified	M	
	ii. An asset to be adequately described	M	
	iii. The status of the asset to be monitored (whether active, suspended, or disposed)	M	
	iv. Impact on the depreciation accounts (balance sheet and profit & loss) when different periods are selected	M	
	v. The location and holder (responsible person) of the asset to be determined and transfers to be approved and recorded	M	
3.12	ASSET ACCOUNTING		
1.	The ERP must be able to capture Quantity and value of fixed assets per category and in summary process:		
	i. Categorization of fixed assets	M	

	ii. Depreciation value to be computed using various methods and parameters	M	
	iii. Quantity and value of fixed assets per category and in summary to be determined	M	
	iv. Fixed asset details to be retrieved such as cost, useful life, salvage value, date of commissioning, etc.	M	
	v. Warranty & licensing information to be captured and renewal alerts	M	
	vi. Inspection data to be recorded (tagging)	M	
	vii. Revaluation	M	
	viii. Impairments	M	
2.	The ERP must have flexible reporting functionality that enables one to extract any information above as a report. It should have a report on assets whose residue book value is fully depreciated.	M	
3.	The ERP must be able to perform fixed assets disposal through a workflow. This disposal may be a full or partial disposal.	M	
4.	The ERP must be able to perform fixed assets depreciation with options for using different depreciation methods.	M	
5.	The ERP must be able to post fixed assets ledger entries to the general ledger.	M	
6.	The ERP must allow automation on calculation of net book value and gains/loss of asset value.	M	
7.	The ERP must allow for revaluations of fixed assets.	M	
8.	The ERP must have the ability to automatically check and stop depreciation on reaching the user defined residual values for assets or predefined service years.	M	
9.	The ERP must provide facility to account for the retrospective change in depreciation rate/ method (i.e. calculate depreciation for prior periods as per revised depreciation rate/method)	M	
10.	The ERP must provide a facility to distribute depreciation expenses among reporting units & department	M	
11.	The ERP must provide ability to handle impairment of fixed assets and its accounting Treatment	M	
12.	The ERP must provide ability to permit accounting of sale of fixed assets as per statutory requirements	M	
13.	The ERP must have a functionality that allows one to generate a number of different standard reports, including:		
	i. Fixed assets register	M	
	ii. Fixed asset valuation report	M	

	iii. Fixed asset depreciation report	M	
	iv. Fixed asset reports by asset type and other asset category	M	
	v. Depreciation forecasting report	M	
	vi. Accumulated depreciation list by category by Location	M	
	vii. List of fixed assets transferred between locations or custodian during the period	M	
	viii. List of newly added fixed asset	M	
3.13	PROJECT MANAGEMENT ADMINISTRATION AND ACCOUNTING		
3.13.1	General		
1.	The ERP MUST have flexible budgeting for capital and operating expenses while adhering to level of budgetary controls established.	M	
2.	The ERP must have the ability to differentiate transactions between operating and capital budget items.	M	
3.	The ERP must provide budget forecasting for multiyear periods, which can support development of a Capital Improvement Plan and an Operating Project Improvement Plan.	M	
4.	The ERP must allow for multiple fiscal year budgets for projects.	M	
5.	The ERP must provide multiple revisions and amendments to the budget in the above detail.	M	
6.	The ERP must track projects over multiple years.	M	
7.	The ERP must track projects by budgets.	M	
8.	The ERP must allow users to create and maintain project schedule templates.	M	
9.	The ERP must support the recording of scanned supporting documentation and link the document from the document management system (DMS) with the ERP transaction.	M	
3.13.2	Project Accounting		
1.	The ERP system MUST track both outsourced contracts and in house spending to a project.	M	
2.	The ERP should track multiple contracts to a single project	M	
3.13.3	Project Budgets		
1.	The ERP should allow for inquiries into project budgets, pre-encumbrances /encumbrances, revenues, and expenditures at any level described above.	M	
2.	The ERP should access prior years' project cost.	M	
3.	The ERP should establish reimbursable budgets for projects.	M	

4.	The ERP should track Reimbursable budgets control expenditures available for project billing only.	M	
5.	The ERP should report actual project cost to date for the capital or operating budget.	M	
3.13.4	Reporting Requirement for Project Administration and Accounting		
1.	The ERP should provide multiple levels of reporting.	M	
2.	The ERP should provide dynamic reports with the provision for a drilldown capability.	M	
3.	The ERP should provide customized reports including but not limited to:		
	i. Monthly budget reports	M	
	ii. Quarterly budget reports	M	
	iii. Reallocation reports	M	
	iv. Actual vs. Budget	M	
	v. Year expenditure/revenue reports	M	
	vi. Annual budget reports	M	
	vii. Cost centre budget reports in user defined period	M	
	viii. Performance contracting reports	M	
3.13.5	Billing		
	The ERP must provide the following fields in the invoice:		
1.	Invoice Header Details		
2.	Company Name	M	
3.	Address, Telephone Number, Telefax	M	
4.	Website	M	
5.	Payment Information	M	
	i. Buyer PIN (Personal Identification Number)	M	
	ii. Bill Number	M	
	iii. Date of Issue	M	
	iv. Sales Order Number/Date	M	
	v. Rotation Number	M	
	vi. Ref no./Date	M	
	vii. Release Order Number	M	
	viii. Customer Account Number	M	
	ix. Currency	M	
	x. Exchange Rate	M	
	xi. VAT Number	M	
6.	Payment Terms	M	
7.	Billing Period	M	
8.	Sold to Party	M	
	i. Name of Company	M	
	ii. Postal Address, Postal Code and Country	M	
	iii. Sold to Party PIN	M	
9.	Consignee/Consignor	M	
	i. Name of consignee/Consignor	M	
	ii. Postal Address and Code	M	
	iii. PIN Number of Consignee/Consignor	M	

10.	Master/Owners of Ship	M	
	i. Vessel Name	M	
11.	Arrival Date	M	
	i. ETD (Estimated Time of Departure)	M	
	ii. GT (Gross Tonnage)	M	
	iii. LOA (Length Overall)	M	
12.	Invoice item details - Item Number - Service/Property - Description - Quantity - Unit - Rate - Amount (USD) - Item Total (USD) The total amount before tax. - Tax Code: 16% Output Tax (USD) - Invoice Amount (USD) The total amount after tax. - Gross (KES) Same as Invoice Amount in Kes - Vatable Amount (KES) - VAT Amount (KES)	M	
13.	Control Unit Serial Number - a unique number issued by KRA to identify each tax register.	M	
14.	Control Unit Invoice Number - a unique number generated by the tax register upon issuance of each tax invoice.	M	
15.	Service Name, number and Description This is the unique key or number used to identify the service in the system, on orders, and in reports.	M	
16.	This classification is linked to a chart of accounts to determine which G/L accounts are used for revenue	M	
17.	Unit of Measure (UOM): Specifies how the item is quantified for billing, such as "Each," "Pounds," or "Hours".	M	
18.	Organization Levels: The specific organization that holds the inventory for the item being billed. 1. Marine 2. Cargo 3. Non-Shipping	M	
19.	Tax Category - Output Tax @ 16%, 0%, exempt and other configurable rates - Northern Corridor Levy	M	
20.	Service Classification System. The logical groupings of services to simplify pricing, discounts, and reporting	M	

21.	Service type or class	M	
22.	Item categories: It defines the accounting treatment of goods.	M	
23.	Revenue Account Mapping: This group has similar accounting characteristics, such as "finished goods" or "services".	M	
24.	The ERP must have Quick Response (QR) Code	M	
4.0	Human Resource Management		
4.1	General Requirement		
1.	The ERP must ensure integration between Human Resource modules and other relevant modules.	M	
2.	The ERP must enable standard, customized reports and provide real-time data and powerful reporting tools for analytics dashboards.	M	
3.	The ERP must enable approval workflows and tracking of worked flowed processes in all HR modules	M	
4.	The ERP must ensure system mobility	M	
5.	The ERP must provide Employee Self-service portal		
4.2	Hiring and Talent acquisition management		
1.	The ERP must manage all the stages of the hiring and talent acquisition for both external and internal vacancies which include but not limited to the following:	M	
	i. A request –to–recruit approval workflow.	M	
	ii. Input requirements of positions	M	
	iii. Launch of the call for applications.	M	
	iv. Online candidate application	M	
	v. Online/system-based profile matchup of applicants,	M	
	vi. Candidate evaluation by the interviewer	M	
	vii. Communication of results to applicants.	M	
2.	The ERP must allow applicants' data to transfer to Employee Master Data once the successful applicant is hired.	M	
3.	The ERP must make provision of internal portal applications for employees to apply for vacant positions.	M	
4.	The ERP must enable the flagging of vacant positions and be directly added to the recruiting process.	M	
5.	The ERP must allow provision of job requisition, applicant tracking, candidate relationship management, job distribution, and sourcing.	M	
4.3	Job Requisition Management		
1.	The ERP must enable a Job description database for all positions.	M	
4.4	Candidate relationship management		

1.	The ERP must enable a dynamic talent pool.	M	
4.5	Advertisement/job distribution		
1.	The ERP must enable internal and external applicants to self-register, maintain information, and attach certificates.	M	
2.	The ERP must ensure validation of applicants based on username and password.	M	
3.	The ERP must enable master Data maintenance and uploading of appropriate documentation.	M	
4.6	Candidate screening & interview coordination		
4.	The ERP must enable candidate screening via resume parsing.	M	
5.	The ERP must enable candidate score management.	M	
6.	The ERP must enable interviewers' database and corresponding activities.	M	
7.	The ERP must enable the creation of knock-out questions and subsequent interviews.	M	
8.	The ERP must enable filtering of a candidate through set criteria.	M	
9.	The ERP must enable configuration of structured feedback workflows.	M	
10.	The ERP must enable calendar integration for scheduling interviews.	M	
11.	The ERP must enable candidate satisfaction surveys.	M	
4.7	Candidate Offer Management & approvals		
1.	The ERP must have the ability to generate letters of regret.	M	
2.	The ERP must enable configuration of feedback to offer letter templates.	M	
3.	The ERP must enable reporting and tracking Diversity Equity and Inclusion metrics.	M	
4.8	Onboarding and induction		
1.	The ERP must enable developing and assignment of onboarding plan for applicants.	M	
2.	The ERP must enable development of onboarding and induction plans.	M	
3.	The ERP must enable probation period management.	M	
4.9	Staff appointments		
1.	The ERP must provide standardization evaluation of candidates for promotion, acting appointments, and transfers.	M	
2.	The ERP must enable automatic comparison of individual profile with the position requirements and calculation of a match score.	M	
3.	The ERP must provide simulation of multiple candidates against a position or an individual candidate against multiple positions.	M	

4.	The ERP must be able to capture acting appointments including but not limited to the following: -	M	
	i. The acting appointment approval.	M	
	ii. The position the staff is acting against, including post number and grade.	M	
	iii. Start and end dates of the appointment.	M	
	iv. Benefits applicable for the acting appointment.	M	
4.10	Payroll Management		
1.	The ERP must enable multi-currency salary processing in compliance with the statutory regulations and requirements.	M	
2.	The ERP must correctly make output payment and deduction of statutory and non-statutory payments	M	
3.	The ERP must enable regional (East African countries) tax localization	M	
4.	The ERP must be able to post payslip to Employee Self Service or email in pdf format.	M	
5.	The ERP must enable tracking of payroll processes.	M	
6.	The ERP must provide alternative payroll processes for temporary or short-term employees.	M	
7.	The ERP must enable payroll audit logs.	M	
8.	The ERP must provide alternative payroll process for salary advance (s).	M	
4.11	Time Management		
1.	The ERP must enable tracking employee presence, working hours, and productivity.	M	
2.	The ERP must provide real-time Biometric clock-In and out for attendance.	M	
3.	The ERP must provide attendance logs.	M	
4.	The ERP must enable recording of employee authorized and unauthorized absences.	M	
5.	The ERP must allow for shift planning and rescheduling.	M	
6.	The ERP must enable the creation and configuration of holiday calendars and gazetted holidays.	M	
7.	The ERP must enable all payments related to working hours.	M	
4.12	Learning and Development		
1.	The ERP must provide tools and functionalities that will allow tracking of employee training, skill acquisition, and overall professional development.	M	
2.	The ERP must enable designing of training programs.	M	
3.	The ERP must enable employee maintenance and updating of skill inventory/qualifications with appropriate certified attachments.	M	
4.	The ERP must enable individual employee development planning.	M	

5.	The ERP must enable undertaking of training needs analysis.	M	
6.	The ERP must enable tracking of training processes and training effectiveness evaluation	M	
7.	The ERP must enable E-learning platforms and LMS (Learning Management System).	M	
8.	The ERP must enable training calendar and scheduling of training.	M	
9.	The ERP must enable customization and configuration of training templates including but not limited to nomination forms, training evaluation and impact assessment forms.	M	
10.	The ERP must enable checks on repetitive training applications	M	
11.	The ERP must enable automation of payment of invoices for service providers after completion of training programs.	M	
12.	The ERP must enable tracking of mandatory training related to regulatory requirements and CPD.	M	
13.	The ERP must provide the learning and management module through the Employee service portal.	M	
4.13	Performance Management		
1.	The ERP must enable customization of appraisal templates for different levels.	M	
2.	The ERP must ensure the workflow mapping process between employee and supervisor as per the approved organizational reporting structure.	M	
3.	The ERP must enable capturing of employee performance plan and subsequent approval.	M	
4.	The ERP must be able to facilitate mid and final year performance appraisal process.	M	
5.	The ERP must be able to track performance improvement plan.		
4.14	Organization Structure/establishment		
1.	The ERP must display and develop a reporting structure, and organogram.	M	
2.	The ERP must enable display, change, and maintain position based on the approved organizational structure visualized in an organogram.	M	
3.	The ERP must be able to build an organization structure based on hierarchies.	M	
4.	The ERP must be able to maintain a history of changes and keep one organizational structure at a time	M	
4.15	Employee Master Data Management		
1.	The ERP must at a minimum allow the following employee master details:	M	
	i. Staff number (autogenerated)	M	

	ii. Nationality	M	
	iii. Ethnicity	M	
	iv. Disability status and indicator	M	
	v. Gender	M	
	vi. KRA PIN Details	M	
	vii. NSSF Details	M	
	viii. SHIF Details	M	
	ix. HELB status	M	
	x. ID/Passport number	M	
	xi. Marital status	M	
	xii. Date of birth	M	
	xiii. Employees names (First name, Middle Name, Surname, Form of Address).	M	
	xiv. Contacts (Phone Number, Postal Address, physical address, and Email etc.)	M	
	xv. Spouse (s) details: name, ID number, and contacts (Phone number, Postal Address, Email etc.)	M	
	xvi. Dependents: Age, Gender, relation (daughter, son, adopted).	M	
	xvii. County of origin.	M	
	xviii. Next of kin details: Names, ID number, and contacts.	M	
	xix. Employee and dependents' photos.	M	
	xx. Employee qualifications, experience and skills.	M	
	xxi. Previous employer details.	M	
	xxii. Employment date.	M	
	xxiii. Position.	M	
	xxiv. Staff category (Chief officer, senior management, middle management, Junior management, non-management staff).	M	
	xxv. Department/Division.	M	
	xxvi. Employment status (contract, permanent, probation, temporary).	M	
	xxvii. Ability to add/delete any bio data as necessary by authorized user(s).	M	
2.	The ERP must enable self-registration and de-registration of dependents with necessary approvals and documentation through employee self-service.	M	
3.	The ERP must enable employees to update master data information with necessary workflow authorizations.	M	
4.16	Grievance and discipline management		
1.	The ERP must enable system-based employee complaint handling through Employee self-service portal.	M	

2.	The ERP must enable internal inquiries and investigations.	M	
3.	The ERP must enable system initiated and managed disciplinary actions.	M	
4.	The ERP must maintain a history of disciplinary actions taken against an employee and support the ability to profile the same employee.	M	
4.17	Leave Management		
1.	The ERP must enable application through the employee self-service portal and subsequent approval of leave types including but not limited to following:		
	i. Annual leave	M	
	ii. Maternity leave	M	
	iii. Paternity Leave	M	
	iv. Study leave	M	
	v. Compassionate leave	M	
	vi. Terminal Leave	M	
	vii. Child adoption leave	M	
	viii. Leave travelling days (hardship areas)	M	
2.	The ERP must enable employee leave allowance payment.	M	
4.18	Records & documents Management		
1.	The ERP must enable display, maintaining and change/update of scanned employee records including but not limited to:	M	
	i. e-request and access controls for access and dissemination of records.	M	
	ii. Enable use of system generated file transfer forms in archiving.	M	
	iii. Configure maintenance template.	M	
4.19	Employee Relations Management		
1.	The ERP must enable automation of daily port monitoring reporting.	M	
5.0	Workflow		
1.	The ERP must support Seamless Workflow Migration and Integration across Modules and Connectivity.	M	
2.	The ERP must support Process Automation.	M	
3.	The ERP must support Routing and Escalation of tasks.	M	
4.	The ERP must support automated and customizable alerts and notifications.	M	
5.	The ERP must support Configurable Workflow Designer for Drag and Drop support interface with support for sequential, parallel, and conditional workflows.	M	

6.	The ERP must support analytics and Reporting for Dashboards and Performance Reports.	M	
7.	The ERP must support real-time synchronization and Mobile Approvals.	M	
8.	The ERP must support Updated Workflow Models and Configurations, Administration, and Monitoring.	M	
6.0	Real Estate		
1.	The ERP must maintain a centralized property master as a single source of truth for all asset types.	M	
2.	The ERP must store detailed property data including location, size, age, class, specifications, amenities, and legal descriptors.	M	
3.	The ERP must support hierarchical structures for property portfolios.	M	
4.	The ERP must manage the complete lease lifecycle.	M	
5.	The ERP must support flexible lease structuring for complex terms but not limited to base rent, escalations, CPI-linked increases, step-up/down rents, rent-free periods.	M	
6.	The ERP must automate alerts and track critical dates for lease expiry, renewal options, rent reviews, and security deposit refunds.	M	
7.	The ERP must maintain a centralized tenant, guarantor, and broker database with contact details and communication history.	M	
8.	The ERP must Schedule and track recurring preventive maintenance for common areas and assets.	M	
9.	The ERP must process reactive maintenance via tenant service requests, including work order creation, vendor assignment, and closure.	M	
10.	The ERP must manage maintenance contracts with vendors and link them to specific assets.	M	
7.0	Financial Management & Accounting		
1.	The ERP must automatically generate rent invoices, debit notes, and credit notes based on configured lease terms.	M	
2.	The ERP must manage service charges, including budgeting, allocation, recovery, reconciliation, and generating year-end settlement statements.	M	
3.	The ERP must automatically calculate and apply late payment penalties as per configurable policies.	M	
4.	The ERP must provide real-time tenant ledgers showing receivables, payments, and advances.	M	
5.	The ERP must generate standard and customizable ageing reports for overdue payments.	M	
6.	The ERP must provide log collection activities not limited to calls, promises-to-pay, dispute reasons.	M	

7.	The ERP must manage accounts payable to contractors, brokers, and service vendors.	M	
8.	The ERP must link vendor invoices to specific Purchase Orders and work orders.	M	
9.	The ERP must track project costs by Project, Phase, and Unit.	M	
10.	The ERP must provide real-time Budget vs. Actual analysis for projects.	M	
11.	The ERP must manage Work-in-Progress accounting and the capitalization of costs upon project completion.	M	
12.	The ERP must track and alert for critical regulatory compliance dates.	M	
13.	The ERP must provide a tenant portal for submitting service requests, viewing their ledgers, and downloading invoices.	M	
7.1	Analytics and Reporting		
1.	The ERP must generate reports on the following parameters,		
	i. Vacancy and Occupancy.	M	
	ii. Rent Roll.	M	
	iii. Lease Expiry Tracker.	M	
	iv. Aged Debtors.	M	
	v. Project Cost-to-Completion.	M	
8.0	Governance Risk and Compliance (GRC)		
1.	The ERP must support a "Firefighter" / Emergency Access mechanism for temporary, elevated privileges. This must be time-bound, require business justification, and generate a full, non-by-passable log of all actions taken.	M	
2.	The ERP must maintain an immutable audit trail for all security-relevant events, including user provisioning/deprovisioning, role changes, and all privileged user activities.	M	
8.1	Process Control & Automation		
1.	The ERP must ensure that every business process follows defined rules, approvals and workflows.	M	
8.2	Risk & Audit Management		
1.	The ERP must provide a centralized risk repository to document risks, controls, policies, and regulations, and to map the relationships between them.	M	
2.	The ERP must include tools to manage the full internal audit lifecycle.	M	
8.3	Reporting & Analytics		
1.	The ERP must provide pre-built, customizable reports for GRC metrics, including SoD violations, control effectiveness, and audit issue status.	M	

2.	The ERP must deliver role-based reporting, presenting relevant information and alerts specific to the user.	M	
3.	The ERP must support real-time alerts and notifications for control failures, access violations, and critical risk triggers.	M	
9.0	Travel Management		
1.	The ERP must provide inbuilt, configurable workflows for processing different types of trips Local & International.	M	
2.	The ERP must administer the complete travel expense process from planning to posting in the Financial Accounting module.	M	
3.	The ERP must automatically compute per diem rates based on diverse geographical regions as defined by organizational policy.	M	
4.	The ERP must enforce the organization's travel policy rules through system validations.	M	
5.	The ERP must generate exceptions and alerts for non-compliant travel requests or expenses.	M	
6.	The ERP must provide tools for auditors to review policy adherence.	M	
9.1	Travel Request & Authorization		
1.	The ERP must allow employees to initiate travel requests through self-service portal.	M	
2.	The ERP must have an interface that allows employees to attach relevant travel-related documents.	M	
3.	The ERP must support automatic routing of requests to relevant approvers.	M	
4.	The ERP must generate a unique travel request ID for each submission for tracking and audit purposes.	M	
5.	The ERP must be able to be configured to a multi-level approval process and electronic signoff based on travel type, destination, and cost thresholds.	M	
6.	The ERP must enable employees to view and track the status of their travel requests online.	M	
9.2	Travel Advance & Expense Management		
1.	The ERP must automate the process for requesting and disbursing travel advances.	M	
2.	The ERP must be able to split cost among cost centers.	M	
3.	The ERP must interface with the payroll component to automatically reconcile travel advances.	M	
4.	The ERP must allow employees to retire from a trip and submit expenses online upon return.	M	
9.3	Reporting & Analytics		

1.	The ERP must provide reports that allow customization of travel data to include and not limited to,		
	i. Travel Analysis based on Cost center, staff number, date, location etc.	M	
	ii. Travel requests, expenses, and compliance analysis.	M	
	iii. Trip Status	M	
10.0	Healthcare Management		
10.1	Patient Identification and Access Control		
1.	The ERP must interface with the Medical Biometric System to verify employees and their registered dependents.	M	
2.	The ERP must provide biometric verification of eligibility to access medical services, confirm and display available medical limits.	M	
3.	The ERP must record each visit and the time. This information will be linked to the employee's HR record.	M	
10.2	Consultation, Case Management and Nursing Services		
1.	The ERP must support ticketing and queuing so as to assign patients to available doctors.	M	
2.	The ERP must maintain patients' data electronically.	M	
3.	The ERP must generate LPO's for procurement of external medical services.	M	
10.3	Laboratory and Diagnostic Services		
1.	The ERP must maintain laboratory tests ordered by the doctor to the Lab Technician's queue.	M	
10.4	Referrals and External Medical Services		
1.	The ERP must create an electronic referral to an approved external medical provider.	M	
2.	The ERP must generate and send an electronic Local Purchase Order (LPO) to the third-party hospital.	M	
10.5	Prescription and Pharmacy Management		
1.	The ERP must automatically update stock levels, keep track of batches, and mark low-stock items for restocking.	M	
2.	The ERP must record Dispensed drugs under the patient's record, and costs posted to the correct benefit limit.		
10.6	Billing, Costing, and Benefit Management		

1.	The ERP must automatically calculate the cost of drugs, lab tests, and all other medical commodities for each visit.	M	
2.	The ERP must verify the patient's annual medical limit, as defined in HR records, and update the available balance in real-time.	M	
3.	The ERP must automatically calculate the cost of drugs, lab tests, and all other medical commodities for each visit.	M	
4.	The ERP must verify the patient's annual medical limit, as defined in HR records, and update the available balance in real-time.	M	
10.7	Reporting and Analytics		
1.	The ERP must provide the following reports:		
	i. Daily, weekly, and monthly patient visits per facility/doctor.	M	
	ii. Medical visit duration/turnaround time report.	M	
	iii. Employee/dependent utilization of medical benefits.	M	
	iv. Drug consumption, stock variance, and expiry tracking.	M	
	v. Medical stock consumption and forecasting reports per SKU	M	
	vi. Laboratory test volume, turnaround times, and result statistics.	M	
	vii. Referrals summary and cost analysis by external provider.	M	
	viii. Medical expenditure reports by cost center, department, or financial year.	M	
	ix. Disease prevalence and treatment outcome.	M	
	x. SHIF/insurance claim reports.	M	
	xi. Exception reports for limit overruns, duplicate visits, and unapproved referrals.	M	
	xii. Transfer of invoices from the Medical Biometric System to the ERP system via the integration for payment processing for all external services and commodities procured.	M	
	xiii. Daily, weekly, and monthly patient visits per facility/doctor.	M	
	xiv. Employee/dependent utilization of medical benefits.	M	
	xv. Drug consumption, stock variance, and expiry tracking.	M	
11.0	Procurement		
11.1	Core System		
1.	The ERP must provide real-time and configurable reports	M	

2.	The ERP must enable approvers to view and track the status of their requests online.		
3.	The ERP must allow users to attach supporting documents for validation on various stages.		
11.2	Demand Planning		
1.	The ERP must provide forecasting based on historical data and sales trends.	M	
2.	The ERP must have the ability to manually adjust and override forecasts.	M	
11.3	Supplier Management		
1.	The ERP must provide supplier onboarding, qualifications, and master data management.	M	
2.	The ERP must provide supplier performance evaluation (delivery, quality, price).	M	
11.4	Logistics		
1.	The ERP must provide transportation planning, carrier selection, and route optimization.	M	
2.	The ERP must provide real-time shipment tracking and delivery confirmation.	M	
3.	The ERP must provide Freight cost and carrier performance analysis.	M	
11.5	Production Planning		
1.	The ERP must support Material Requirements Planning (MRP).	M	
2.	The ERP must support Integration of production plan with procurement and inventory.	M	
11.6	Procurement Planning		
1.	The ERP must support Creation and approval of purchase requisitions (PR).	M	
2.	The ERP must support Automatic PR generation based on reorder levels or MRP.	M	
11.7	Procurement		
1.	The ERP must support RFQ/RFP creation, submission, and supplier quotation comparison.	M	
2.	The ERP must support Purchase Order (PO) generation from approved PR or RFQ.	M	
3.	The ERP must support Blanket and contract PO management.	M	
4.	The ERP must support PO tracking, change control, and version history.	M	
5.	The ERP must support Automated payment scheduling and integration with Accounts Payable.	M	
11.8	Invoice Management		
11.8.1	The ERP must support a 3-way matching (PO, Goods Receipt, Invoice).	M	
11.9	Inventory Control		

1.	The ERP must support Real-time stock visibility across multiple stores.	M	
2.	The ERP must support Stock take Inventory generation and posting.	M	
3.	The ERP must support Item master with SKU, UOM, and categorization.	M	
4.	The ERP must support Stock valuation methods (FIFO, LIFO, Weighted Average).	M	
5.	The ERP must support Cycle counting and full physical inventory processes.	M	
6.	The ERP must support Consignment stocking & Pipeline processing functionality.	M	
11.10	Warehouse Management		
1.	The ERP must be able to categorize storage locations to include but not limited to Bins, racks, and zone management.	M	
2.	The ERP must have provision for Barcode/Rfid scanning support for receiving and picking.	M	
3.	The ERP must provide for various stock movement type including but not limited to Put away, picking, returns, packing, Cross-docking and warehouse transfers.	M	
11.11	Material Tracking		
1.	The ERP must provide for Batch management and serial number tracking	M	
2.	The ERP must provide for Expiry date and shelf-life management	M	
3.	The ERP must provide lot traceability (backward and forward)	M	
11.12	Replenishment		
1.	The ERP must provide for Automatic recorder for stock level calculation	M	
2.	The ERP must provide for Safety stock and min/max level setup	M	
3.	The ERP must provide for Inter-warehouse transfer requests	M	
11.13	Compliance & Security		
1.	The ERP must support Regulatory compliance below. - The constitution of Kenya 2010 (Article 227) - The Public Procurement and Asset Disposal Act, No. 33 of 2015, and the regulations 2020. - Public Finance Management Act.	M	

	- Data Protection Act. - Kenya Information Communication Act.		
12.0	Administration		
12.1	Pre-Schools		
1.	The ERP must enable online child registration and admission with document attachment.	M	
2.	The ERP must manage child profiles, including medical and allergy details.	M	
3.	The ERP must enable tracking attendance for both pupils and teachers.	M	
4.	The ERP must facilitate communication with parents via a portal or application.	M	
5.	The ERP must manage fee structures and automate the generation of fee invoices and receipts.	M	
12.2	Transport services		
1.	The ERP must enable registration and tracking of all vehicles per category i.e. cars, buses, trucks, motorcycles, pickups among others	M	
2.	The ERP must enable vehicle assignment to departments, projects and specific assignments	M	
3.	The ERP must enable real-time vehicle status if available, in use or under maintenance	M	
4.	The ERP must enable driver profile management (license, contact, ID, employment details)	M	
5.	The ERP must enable driver duty roster and assignment scheduling	M	
6.	The ERP must enable performance tracking and feedback logging	M	
7.	The ERP must enable license and certification renewal reminders	M	
8.	The ERP must enable online request form for staff to book transport for official duties	M	
9.	The ERP must enable automatic vehicle and driver assignment based on availability	M	
10.	The ERP must enable trip scheduling with start/end time, route, and destination	M	
11.	The ERP must enable fuel requisition and approval workflow	M	
12.	The ERP must enable record and monitor fuel consumption per vehicle	M	
13.	The ERP must enable integration with fuel card or vendor systems	M	
14.	The ERP must enable tracking mileage efficiency	M	
12.2	Records & documents Management		
1.	The ERP system must provide a secure centralized and easily accessible repository for employee information and documents.	M	

2.	The ERP must enable display, maintaining and changing/updating of scanned employee records.	M	
3.	The ERP must assign a digital ID to the physical file	M	
4.	The ERP must enable use of e-request and access controls for access and dissemination of records.	M	
5.	The ERP must enable use of system generated file transfer forms in archiving.	M	

