ADDENDUM "SET 1"

To all bidders,

KCAU/EOI- 003/ 2025: REQUEST FOR EXPRESSION OF INTEREST FOR, UPGRADE FROM MICROSOFT DYNAMICS NAV 2017 TO THE LATEST STABLE VERSION OF MICROSOFT DYNAMICS 365 BUSINESS CENTRAL AND HANDOVER TO KCA UNIVERSITY

KCA University wishes to inform all the invited bidders of the following clarification.

S/No	REFERENCE TO THE BIDDING DOCUMENTS AND THE TENDER ADVERT	CLARIFICATION /AMENDMENT
1.	Since the tender is titled 'Request for Expression of Interest,' will there be a subsequent procurement process, or will the contract be awarded based solely on this EOI?	The tender will be awarded Solely on this EOI. There shall be no subsequent procurement process
2.	The University currently uses Microsoft Dynamics Nav 2017 which it intends to replace with either the latest stable version of Microsoft-based ERP system such as Business Central 365 **or any other robust, fully integrated ERP system** designed, customized and optimized for University operations. Kindly clarify whether the tender is open to other ERP systems as well, given that the title specifies an upgrade from Microsoft Dynamics NAV 2017 to the latest stable version of Microsoft Dynamics 365 Business Central?	The tender is specific to upgrading of Microsoft Dynamics Nav 2017 to Microsoft Dynamics 365 Business Central
3.	Please confirm if your BREP is up to date with Microsoft?	It's Up to date.
4.	Please note that Microsoft Dynamics 365 Business Central is a license-based solution, and as such, Microsoft does not support an unlimited user model. However, to accommodate your requirement for broader access, we can provide a custom portal solution that allows unlimited users to interact with specific data and functionality, as needed. Kindly confirm if this approach is acceptable to you.	The approach is acceptable.

5.

a) Dynamics NAV 2017 Modules in use

Modules
Financial Management
Cash & Bank Management
Fixed Asset
Purchase & Payables
Sales & Receivables
Customer Relationship Management
Service management
Manufacturing
Assembly

b) Are the below solutions being part of Dynamics NAV 2017?

Modules
Student Management
Academic Management
Examination Management
Timetable Management
Alumni Management
Human Resource Management
Procurement & Store Management
Transport/Fleet Management
Hospital/Clinic Management
Operations Management
Customer Relationship & Marketing Management
Venue Booking Management
Certificate Issuance Tracking
Reporting & Analytics
Management of Students activities on campus

c) Others

Query
Database Size

Count of existing companies		Count of existing companies	1
List of Geographical locations		List of Geographical locations	Ruaraka campus
NAV License BREP is active		NAV License BREP is active	Yes
Count of users in NAV license		Count of users in NAV license	60
Expected Period for completion of Upgrade / Implementation		Expected Period for completion of Upgrade / Implementation	6months

6.	What method is used for the below integrations with Dynamics NAV 2017? (File based, API, SQL etc.) 	

Query
Learning Management System (Moodle)
Library System (KOHA)
Card-Based and Biometric Security Systems
Payment & Receipt Gateways (Bank Integration & M-Pesa)
Students Portal
Staff Portal
Vendors Online Portal

Query	Response
Learning Management System (Moodle)	API
Library System (KOHA)	Not available
Card-Based and Biometric Security Systems	API
Payment & Receipt Gateways (Bank Integration & M-Pesa)	API
Students Portal	API/SQL
Staff Portal	API/SQL
Vendors Online Portal	Not available

7.	Does the ICT team have technical development capabilities to do development in Dynamics NAV 2017 or D365 Business Central	Yes
8.	**Annexure 1 and Table Format:** The document references Annexure I on Technical Requirements, which outlines the complete set of specifications. However, we were unable to locate the mentioned annexure or a predefined table format containing the procuring entity's requirements that would allow us to provide a line-by-line commentary on our proposed system's compliance. Kindly advise on where we can access Annexure I or share the required table format to facilitate our response.	Bidders are required to tabulate the requirements in the annexure in a table format and provide a line by line commentary on proposed system compliance. The annexure 1 is attached to the bidding requirements.
9.	**Financial Proposal:** Could you clarify whether a financial proposal is required as part of the submission? If so, please provide any necessary details regarding the expected format or whether we should use our own.	• The financial proposal shall be part of the submission documentation. • The price schedule format is provided on page 21 of the bidding document. • Bidders are allowed to give a breakdown of costs in their own formats.

		• The grand Total Cost to be reflected in the Form of Tender – Inclusive of all taxes.
10.	**Manufacturer's Authorization Format:** The requirement specifies that the Manufacturer's Authorization must be on official letterhead and addressed to the procuring entity, including the specific tender number. However, Microsoft provides a standardized format for Manufacturer's Authorization Forms (MAF) that includes only the recipient's name, address, and location—without specifying a tender number. Kindly confirm whether we should submit the MAF in Microsoft's standard format or if an alternative approach is required.	**The Manufacturer's Authorization shall be in the required format.**
11	**Detailed Tasks Assigned on Consultant's Team of Experts:** {List all deliverables/tasks as in TECH- 5 in which the Expert will be involved) / **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**	The table below has been amended to read as follows; **Detailed Tasks Assigned on Consultant's Team of Experts:** {List all deliverables/tasks as in in which the Expert will be involved) / **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**
12	Send Deliverable details in form of table with expected date of submission to avoid any confusion	**The Deliverable details is as per the Annexure provided. Bidders are advised to respond in a tabular format. The date of submission is as revised below 30th May, 2025**
13	**CLOSING DATE: FRIDAY, 23RD MAY 2025 AT 11.00 A.M. (LOCAL TIME**	**REVISED CLOSING DATE: FRIDAY, 30TH MAY 2025 AT 11.00 A.M. (LOCAL TIME.**

The clarification / addendum form part of the bidding document and is binding to the bidders. **All other terms and conditions of the tender remain the same. Bidders are advised to align their tender security to the new tender closing date of 30th May, 2025.**

You are therefore required to immediately acknowledge the receipt of this addendum.

SWM