



THE AGRICULTURAL SOCIETY OF KENYA

"Your Agricultural and Trade Partner of Choice"

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REQUEST FOR PROPOSAL DOCUMENT

**DESIGN, DEVELOPMENT, IMPLEMENTATION AND
SUPPORT OF A TENANCY & CUSTOMER MANAGEMENT
SYSTEM.**

REQUEST FOR PROPOSAL (RFP) NO.ASK/TMS/003/2026

CLOSING DATE: 18TH NOVEMBER,2026 12.00PM

OPENING DATE: 18TH NOVEMBER,2026 2.00PM

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CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in **Part I** and **part 2** as is applicable in your type of business. You are advised that false information/particulars will result in automatic disqualification and render the tender void.

Part 1 – General Business Name -----

Location of business premises -----

Plots number -----Street/Road-----

Postal Address -----

Telephone number -----

Nature of business -----

Registration number -----

Trade license Number ----- Date of Expiry -----

Maximum value of Business you can handle Kshs -----

Name of your bankers -----

Branch/address -----

Part 2- Registered company Private or Public -----

State the normal and issued capital of the company:

Normal Kshs..... Issued Kshs.....

Details of the Directors: - Name Nationality/citizenship

Shares 1. -----

Shares 2. -----

Date: ----- Signature of Tenderer -----

Official stamp -----

SECTION 1. INVITATION TO TENDER

PROCURING ENTITY: AGRICULTURAL SOCIETY OF KENYA

RE: REQUEST FOR PROPOSAL FOR DESIGNING, DEVELOPMENT, IMPLEMENTATION AND SUPPORT OF A TENANCY & CUSTOMER MANAGEMENT SYSTEM.

1. The Agricultural Society of Kenya (A.S.K) invites sealed Proposals from eligible and interested candidates for the Designing, Development, Implementation and Support of a Tenancy & Customer Management System.
- 2.

NO	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME	OPENING DATE AND TIME
1.	ASK/TMS/003/2026 DESIGNING,DEVELOPMENT,IMPLEMEN TATION AND SUPPORT OF A TENANCY & CUSTOMER MANAGEMENT SYSTEM.	OPEN TENDER	18TH NOVEMBER,2026 12.00PM	18TH NOVEMBER, 2026 2.00PM

The Agricultural Society of Kenya is a body corporate duly constituted under the Trustees (Perpetual Succession) Act Cap. 164 Laws of Kenya. The Society is well positioned to help Kenyans address the changing agricultural needs of her people through provision of platforms for exhibitions and networking.

3. OBJECTIVES

The Society aims at achieving:

- a) A central database for all A.S.K. tenants/exhibitors and their associated records.
- b) Digitize the end-to-end tenancy lifecycle from application and space selection through contracting, payment, occupancy and clearance.
- c) Maintain a digital inventory of all spaces owned or managed by A.S.K., including attributes, rates, status and location.
- d) Enable event-based allocation of spaces so the same space can be rented for different periods without incorrect permanent occupancy status.

- e) Implement a flexible rate-card engine capable of applying rates based on business rules such as branch, event, space type, size, location, tenant category and booking conditions.
 - f) Automate tenancy agreement generation and maintain a complete electronic tenant file.
 - g) Integrate invoicing and payment records with A.S.K. finance processes, subject to the agreed integration architecture.
 - h) Provide dashboards and reports for Head Office, branch management and authorized operational users.
 - i) Improve tenant communication through automated email, SMS and, where technically and commercially feasible, WhatsApp integration.
 - j) Provide appropriate security, auditability, role-based access and data protection controls.
4. **A complete set of bidding documents in English may be obtained from A.S.K'S Website : www.ask.co.ke free of charge.**
5. The tenderer shall chronologically serialize all pages of the tender documents submitted.
6. Submission should strictly be done via Tender box provided at **AGRICULTURAL SOCIETY OF KENYA, JAMHURI PARK SHOWGROUND AT THE CHIEF EXECUTIVE OFFICE.**
7. Bids will be opened on the time specified and Bidders or their representatives are welcome to witness the opening at **Agricultural Society of Kenya, Jamhuri park Showground, Head Office, at CEO'S Boardroom.**
8. Tenders shall be quoted in **Kenya Shillings** and shall include all **taxes**. Tenders shall remain valid for 90 days from the date of opening of tenders.
9. Late tenders will be rejected and any canvassing or giving of false information will lead to automatic disqualification.
10. The method of selection is: **responsive and competitive bidder who meets both financial and technical evaluation.**
11. The address for submissions are:

AGRICULTURAL SOCIETY OF KENYA

CHIEF EXECUTIVE OFFICER

P. O. BOX 30176-00100

NAIROBI, KENYA

PHONE:(020)8070808/9

Email: info@ask.co.ke

BID DOCUMENT /ASK/TMS/003/2026

12. For each proposal, the Tenderer shall prepare 2 copies. Each **Technical Proposal** and **Financial Proposal** shall be marked **"ORIGINAL"** or **"COPY"** as appropriate. If there are any discrepancies between the original and the copies of the proposal, the **original** shall govern

Yours Faithfully,



Batram Muthoka, EBS
Chief Executive Officer

SECTION II: - INFORMATION TO TENDERERS (ITT)

2.1 Introduction:

2.1.1 The Client named in the Appendix to “ITT”. will select a firm among those invited to submit proposals, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The tenderers are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix “ITT”. for services required for the assignment named in the said Appendix. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.3 The tenderers must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, tenderers are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal. tenderers should contact the officials named in the Appendix “ITT”. to arrange for any visit or to obtain additional information before proposals are submitted. tenderers should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Client will provide the inputs specified in the Appendix “ITT”. and assist the tenderers in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The Agricultural Society of Kenya’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.2 Clarification and Amendment of RFP Documents:

2.2.1 tenderers may request for a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail or electronic mail to the Client’s address indicated in the Appendix “ITT”. The Client will respond by paper mail or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited tenderers who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing

through addenda. The Addenda shall be sent by paper mail or electronic mail to all invited tenderers and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposals:

2.3.1 The tenderers proposal shall be written in English language.

2.3.2 In preparing the Technical Proposal, tenderers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, tenderers must give particular attention to the following:

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.

(iii) It is desirable that the majorities of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must have a minimum experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.

(v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

(i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff involved, duration of the assignment, contract amount and the firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

(iii) A description of the methodology and work plan for performing the assignment.

- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training.
- (viii) Any additional information requested in Appendix "ITT".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, tenderers are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section IV). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, transportation services and training. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the tenderers, the sub-contracted and their personnel, unless Appendix "ITT" specifies otherwise.

2.4.3 tenderers shall express the costs of their services in Kenya Shillings, unless Appendix "ITT" specifies otherwise.

2.4.5 The Proposal shall remain valid for **90 days** after the submission date. during this period, the tenderers is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the tenderers shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person

authorized to sign the proposals.

2.5.2 For each proposal, the tenderers shall prepare 2 copies. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN UNTIL 18TH NOVEMBER, 2026 2.00PM in the presence of Tender Opening Committee.**”

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITT”. Any proposal received after the closing time for submission of proposals shall be returned to the respective tenderers unopened.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any tenderers wish to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITT”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.

2.7 Evaluation of Technical and Financial Proposals:

2.7.1 The evaluation committee, appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system specified in the Appendix “ITT”.

Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix “ITT”.

2.8. Public Opening of Proposals:

2.8.1 After Proposal evaluation, the Client shall notify those tenderers whose proposals did not meet the minimum qualifying mark or were considered. Non-responsive bids to the RFP and Terms of Reference, indicating that their Proposals will be returned after completing the selection process. The Client shall simultaneously notify the tenderers who have secured the minimum qualifying mark, indicating the date and time set for opening the Proposals and stating that

the opening ceremony is open to those tenderers who choose to attend. The notification may be sent by paper mail or electronic mail.

2.8.2 The Proposals shall be opened publicly in the presence of the tenderers representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Proposals are opened. The Client shall prepare minutes of the public opening.

2.8.3 The evaluation committee will determine whether the financial proposals are complete i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal.

2.8.5 tenderers who score the minimum technical score of **70%** and above shall be considered for financial evaluation / analysis and the lowest bid price will be considered for award.

2.8.6 The tender evaluation committee shall evaluate the proposal within 30 days from the date of opening the proposals.

2.8.7 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITT”. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical and Financial Proposal, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the

Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other tenderers on the shortlist that they were unsuccessful and return the Proposals of those tenderers were not successful.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "ITT".

2.10.3 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.6 To qualify for contract awards, the tenderer shall have the following:

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the tenderers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 Corrupt or fraudulent practices

2.12.1 The procuring entity requires that the tenderers observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Information to Tenderers (ITT)

The following information for procurement of design, development, implementation and support of a tenancy & customer management system and selection of tenderers shall complement or amend the provisions of the information to tenderers, wherever there is a conflict between the provisions of the information and to the tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to tenderers.

2.1.1 a. The name of the Client is: **AGRICULTURAL SOCIETY OF KENYA**

b. The method of selection is: **responsive and competitive bidder who meets both financial and technical evaluation.**

2.1.2 Technical and Financial Proposals are requested for: DESIGN, DEVELOPMENT, IMPLEMENTATION AND SUPPORT OF A TENANCY & CUSTOMER MANAGEMENT SYSTEM.

2.1.3 The name(s), address(es) and telephone numbers of the Client's official(s) are:

**AGRICULTURAL SOCIETY OF KENYA
CHIEF EXECUTIVE OFFICER
P. O. BOX 30176-00100
NAIROBI, KENYA
PHONE: 020-
8070808/9
Email: info@ask.co.ke
BID DOCUMENT ASK/TMS/003/2026**

2.1.4 The Client will provide the following inputs: **Information regarding the assignment will be provided to the successful firm.**

2.2.1 Clarifications may only be requested up to **seven (7) days** before the submission date.

Bidders requiring clarification shall submit questions in writing through the official A.S.K Tender email address specified in this RFP.

A.S.K. may issue clarifications or addenda to all participating bidders where appropriate.

CLARIFICATION DEADLINE: Monday, 9th November, 2026

OFFICIAL CONTACT/EMAIL: tender@ask.co.ke

BACKGROUND AND TERMS OF REFERENCE

The Agricultural Society of Kenya manages exhibition, event, commercial and other property/space assets across its branches and operations. The Society requires a central digital platform that can maintain a complete record of every tenant/exhibitor, manage spaces and their availability, support online applications and bookings, administer rates and tenancy agreements, manage invoices and payments, maintain tenant documents, facilitate communications, and provide management information.

The proposed solution is envisaged as a central database and operational platform for tenant and exhibitor management, while allowing the same physical space to be allocated to different tenants for different events or tenancy periods. This event-based approach is intended to ensure that space availability is determined by the applicable period rather than treating a space as permanently occupied.

The functional requirements provided by A.S.K. include tenant/customer management, property and space management, online booking, event-based tenancy, rate management, contract/tenancy agreement management, rent increment management, invoicing and payments, deposit management, tenant clearance, automated communication, document management, dashboards and management reporting.

1. PURPOSE OF THE RFP

- Select a competent and experienced bidder to deliver a secure, scalable and user-friendly Tenancy & Customer Management System.
- Establish a single source of truth for tenant/exhibitor information and tenancy-related transactions.
- Improve the efficiency, transparency and control of space allocation, tenancy administration, billing, collection and reporting.
- Provide online self-service capabilities for tenants/exhibitors and controlled operational access for A.S.K. staff.
- Provide management with timely visibility of occupancy, revenue, debtors, contracts and tenant activity.

2. SCOPE OF WORK

The selected bidder shall be responsible for the complete solution lifecycle, including requirements validation, solution architecture, user experience design, software development/configuration, integrations, data migration where applicable, testing, deployment, documentation, user training, go-live support, warranty and ongoing maintenance/support.

3. FUNCTIONAL REQUIREMENTS

i. Tenant / Customer Management

The system shall provide a central database for every tenant/exhibitor and support, at minimum:

- Tenant registration and profile creation.
- Individual, company and organization profiles.
- KRA PIN and registration details.
- Contact persons.
- CR12(company shareholding).
- Telephone and email details.
- Physical and postal addresses.
- Industry/sector classification.
- Tenant categories including commercial exhibitor, government institution, NGO, international company, contractor and service provider.
- Search, filtering, duplicate detection and controlled updating of tenant records.
- A consolidated view of tenant activity, bookings, contracts, invoices, payments, documents and communications.

ii. Property & Space Management

The system shall maintain a digital inventory of all spaces owned or managed by A.S.K. Each space should support:

- Space/stand number.
- Description and location.
- Size, including length × width and square meters/square feet.
- Space type.
- Current status.

- Applicable rate/rate-card references.
- Utilities available.
- Maximum capacity.
- Photos.
- GIS/map location or equivalent mapping capability.
- Ownership status.

Supported space types should include, at minimum:

- Permanent building
- Open exhibition space
- Covered exhibition space
- Exhibition stand
- Office
- Restaurant
- Conference room
- Meeting room
- Expo hall
- Arena

iii. Online Booking

The system shall provide online booking/application capability for tenants/exhibitors. The proposed workflow shall support:

- Select event or tenancy period.
- Select available space.
- Submit application.
- Upload required documents.
- Receive quotation.
- Accept lease/tenancy terms.
- Pay deposit where applicable.
- Receive booking confirmation.

iv. Event-Based Tenancy & Availability

The system shall support multiple tenancy periods for the same physical space. Availability shall be calculated by event/tenancy period, allowing a space to be occupied during one event and available during another period. The solution shall maintain, at minimum, the space, event, tenant, tenancy period and status.

Bidders shall explain how the solution will prevent double-booking and how availability will be displayed to internal users and tenants/exhibitors.

v. Rate Management

The system shall include a configurable rate-card engine. A.S.K. rates may vary according to branch, event, space type, size, location, tenant category and other commercial conditions.

- Branch.
- Event.
- Space type.
- Size.
- Location.
- Tenant category.
- Membership status.
- Government/NGO/commercial status.
- Domestic/international exhibitor status.
- Early-bird booking.
- Booking date.
- Duration.
- Peak/off-peak period.

The system should automatically calculate applicable charges based on the configured rate rules. The source requirements illustrate examples such as open space charged per square foot, society building charged per square foot, large tent as a fixed amount, and conference hall charged per day. Actual rates shall be configurable by A.S.K. and are not fixed by this RFP.

vi. Contract / Tenancy Agreement Management

The system shall generate tenancy agreements automatically from approved booking/tenancy information. The solution shall support configurable agreement templates and numbering.

- Tenant name.
- KRA PIN.
- Space number.
- Size.
- Location.

- Event.
- Tenancy period.
- Rent.
- Deposit.
- Terms.
- Special conditions.

The system should support agreement versioning, approval workflow, electronic document storage and retrieval.

vii. Invoicing & Payments

The solution shall support invoicing and payment administration and integrate with A.S.K. finance processes as agreed during requirements validation and technical design.

- Proforma invoice
- Tax invoice/etims
- Credit note
- Debit note
- Deposit invoice
- Final invoice

Potential payment channels identified by A.S.K. include:

- M-Pesa
- Bank
- Card
- Cash
- EFT
- Other approved payment methods

The system shall support reconciliation of invoice → payment → receipt → tenant account. Bidders shall state which payment and financial-system integrations they can provide and identify any third-party costs or dependencies.

viii. Deposit Management

- Deposit amount.
- Date received.
- Deposit receipt.

- Deposit balance.
- Deductions.
- Damage charges.
- Refund.
- Refund approval workflow.

ix. Tenant Clearance

Before a tenant is allowed to vacate a premise, the system shall support clearance checks including:

- Financial clearance.
- Documentation clearance.
- Clearance of physical status of the building
- Contract/lease termination status.
- Confirmation that required documents have been submitted.
- Recording of clearance approval and supporting evidence.

x. Tenant Communication

The solution shall support automated notifications, including:

- Booking confirmation.
- Payment reminders.
- Contract expiry reminders.
- Balance reminders.
- Allocation notification.
- Move-in instructions.
- Safety notices.
- Emergency notifications.
- Renewal reminders.
- Rent increment reminders

Communication channels should include email and SMS, with WhatsApp integration where feasible and approved.

xi. Document Management

Each tenant shall have a digital file capable of storing and retrieving, at minimum:

- Application.
- KRA PIN documentation.

- Certificate of incorporation.
- CR12
- ID/passport.
- Business permits.
- Insurance documents.
- Contract.
- Payment documents.
- Correspondence.
- Inspection reports.
- Clearance certificate.
- Other supporting documents.

xii. Dashboards

The system shall provide dashboards for A.S.K. Head Office, branch managers and other authorized users. Dashboard widgets shall be configurable to suit user roles.

- Total spaces.
- Occupied spaces.
- Available spaces.
- Reserved spaces.
- Blocked spaces.
- Occupancy rate.
- Expected revenue.
- Collected revenue.
- Outstanding revenue/debtors.
- Contracts expiring.
- Increment pending
- Pending applications.
- Maintenance requests, where the selected solution includes this capability.

xiii. Management Reporting

The solution shall provide reports and exportable management information covering, at minimum:

Report area	Minimum reporting requirements
-------------	--------------------------------

Revenue	Revenue by branch; revenue by tenant; revenue by space; revenue by space type; revenue by industry; outstanding debtors; collection rate.
Occupancy	Occupancy rate; available spaces; occupied spaces; space utilization; vacant properties.
Tenant	Number of tenants; new tenants; returning tenants; top tenants; tenant retention.
Contracts / Leases	Active contracts; expired contracts; contracts expiring; renewals.

4. NON-FUNCTIONAL & TECHNICAL REQUIREMENTS

No.	Requirement	Minimum expected capability	Priority
Architecture	Propose a modern, maintainable architecture suitable for multi-branch operations and future expansion.	High	
Web access	Provide responsive browser-based access for authorized internal users and tenant/exhibitor self-service, where applicable.	High	
Scalability	Support growth in tenants, spaces, events, transactions, documents and users without material redesign.	High	
Availability	Provide appropriate availability, backup and disaster-recovery arrangements. Bidder shall state proposed SLA.	High	
Security	Role-based access control, strong authentication, least-privilege permissions,	High	

	audit trails and secure data transmission.		
Data protection	Support appropriate controls for confidentiality, integrity, retention, access and secure handling of personal/business information.	High	
Audit trail	Record significant creation, modification, approval, payment, allocation and clearance activities.	High	
Integration	Provide documented APIs/integration mechanisms for finance, payment and communication services as applicable.	High	
Data export	Allow authorized export of operational and reporting data in commonly used formats.	Medium	
Document storage	Provide secure storage, retrieval, access control and backup of tenant documents.	High	
Usability	Provide intuitive interfaces with minimal training burden for staff and tenants.	High	
Mobile responsiveness	Tenant-facing and operational interfaces should work effectively on phones/tablets.	Medium	
Notifications	Support configurable templates, triggers and delivery logs for email/SMS and approved channels.	Medium	

Performance	Bidder shall provide proposed performance targets and sizing assumptions.	High	
Monitoring	Provide application/system monitoring and error logging appropriate to the proposed architecture.	Medium	
Backup & recovery	Provide documented backup frequency, retention, restoration procedures and recovery objectives.	High	

5. USER ROLES & WORKFLOW

Bidders shall propose a role-based access model. At minimum, the solution should accommodate appropriate permissions for the following categories of users, subject to A.S.K.'s final role design:

- System Administrator / IT Administrator.
- Head Office tenancy/property management users.
- Branch managers.
- Branch tenancy/operations users.
- Finance users.
- Management/reporting users.
- Approvers.
- Tenant/exhibitor self-service users.
- Other authorized users identified during requirements validation.

The bidder shall provide a detailed workflow showing application, review, quotation, approval, booking, contracting, invoicing, payment, occupancy, inspection, clearance and renewal processes, including approval points and exception handling.

6. INTEGRATION REQUIREMENTS

The proposed system should be capable of integrating with A.S.K.'s existing and future systems and approved third-party services. The RFP specifically anticipates finance/payment and communications integration.

- A.S.K. finance/ERP processes, subject to confirmation of the target interface and available APIs.
- M-Pesa or other approved mobile payment services.
- Bank/payment channels where technically supported.
- Email service.
- SMS gateway.
- WhatsApp Business/API integration, where approved and feasible.
- Other A.S.K. systems identified during discovery.

Bidders shall describe proposed integration architecture, interfaces/APIs, authentication approach, data flows, error handling, reconciliation and any third-party licensing or transaction charges.

7. DATA MIGRATION & MASTER DATA

The bidder shall propose an approach for migration of existing tenant, space, contract, financial-reference and other relevant data provided by A.S.K. The bidder shall clearly state:

- Data sources and formats required from A.S.K.
- Data cleansing and duplicate management approach.
- Migration validation and reconciliation procedures.
- Responsibilities of A.S.K. and the bidder.
- Number of migration cycles included in the bid.
- Approach to historical records and document migration.
- Data ownership and secure handling during migration.

8. EXPECTED DELIVERABLES

- Inception report and confirmed requirements specification.
- Business process/workflow documentation.
- Solution architecture and technical design.
- UI/UX designs and approved prototypes where applicable.

- Configured/developed system modules.
- Tenant/exhibitor self-service portal, where proposed.
- Payment, finance and communication integrations included in the approved scope.
- Database and data model documentation.
- Data migration scripts/templates and migration execution.
- System and integration testing documentation.
- User acceptance testing support.
- Security testing/assessment results or evidence as agreed.
- Production deployment and configuration.
- System administration and user manuals.
- API/integration documentation.
- Training for administrators, operational users, finance users and other agreed user groups.
- Go-live and hyper care support.
- Specified Duration for Warranty and maintenance/support services.
- Source code, configuration and technical artefacts to the extent specified in the final contract.

9. IMPLEMENTATION APPROACH & TIMELINE

Bidders shall propose a realistic implementation plan. The plan should include milestones with specified timelines, dependencies, resource requirements, A.S.K. responsibilities, testing, training and go-live.

#	Phase	Expected activities
1	Inception & discovery	Confirm requirements, stakeholders, workflows, integrations, data sources and implementation plan.
2	Solution design	Architecture, database, workflows, security model, UI/UX and integration design.
3	Development/configuration	Build/configure modules and integrations.
4	Data migration	Prepare, cleanse, migrate and validate agreed data.
5	Testing	System, integration, security, performance and user acceptance testing.
6	Training & deployment	Training, production deployment, user setup and go-live readiness.

7	Go-live & support	Hyper care, defect resolution, stabilization and transition to support.
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10. SUPPORT, MAINTENANCE & SERVICE LEVELS AGREEMENT

Bidders shall provide a proposed support and maintenance model covering:

- Support channels and operating hours.
- Incident severity levels and response/resolution targets.
- Corrective, adaptive and preventive maintenance.
- Application monitoring and issue escalation.
- Security updates and vulnerability remediation.
- Backup and recovery support.
- Version upgrades and release management.
- User support/helpdesk arrangements.
- Service reporting and SLA review.
- Warranty period and conditions.
- Annual maintenance/support costs, where applicable.

11. TRAINING & CHANGE MANAGEMENT

The bidder shall provide a training and change-management plan appropriate for A.S.K.'s Head Office, 15 branches and tenant/exhibitor users. The proposal shall specify training audiences, duration, delivery method, training materials and post-training support.

EVALUATION CRITERIA

a) MANDATORY REQUIREMENTS

These are mandatory requirements and bidders are expected to provide all the documents in order proceed to the next stage of evaluation. This stage shall be evaluated on a PASS/FAIL basis.

S/No.	Documents to be submitted	PASS/FAIL (✓/X)
1.	1 Original and 1 copy of Tender document MUST be paginated/ serialized /Numbered sequentially on all pages including attachments from the beginning of the document to the end. This includes ALL the attachments submitted by the bidder and ALL the pages already paginated by Agricultural Society of Kenya (A.S.K).	
2.	Submission of a sealed financial proposal envelope, clearly Labelled, signed and stamped, Original and Copy.	
3.	Submission of technical proposal form dully filled, signed and stamped, Original and Copy	
4.	Copy of Certificate of registration/ Incorporation.	
5.	Submission of Valid Tax compliance certificate (Expired tax compliance certificates will not be accepted) or a tax exemption certificate from KRA.	
6.	Duly filled, signed and stamped form of tender.	
7.	Provide a copy of CR12 Certificate	
8.	Must submit a Tender Security Kenya Shillings Fifty Thousand Only (KES. 50,000.00) valid for 90 days from tender closing date in the form of a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya (CBK) or by an Insurance Company registered and licensed by the Insurance Regulatory Authority (IRA) addressed and payable to the Chief Executive Officer A.S.K	
9.	Attached Valid single Business Permit from County Government 2026	
10.	Provide self-declaration that the bidder will not engage in any corrupt practice	
11.	Evidence of Relevant experience in designing, developing or implementing tenancy, property, customer, booking, ERP-adjacent or comparable business management systems	
12.	Demonstrable experience delivering multi-user and, preferably, multi-branch systems	
13.	Evidence of Qualified technical, project management and business analysis personnel	
14.	Demonstrable capacity to implement integrations and secure payment/communication interfaces.	
15.	Evidence of successful implementation of comparable solutions	

16.	Evidence Demonstrating ability to provide post-implementation support and maintenance in Kenya or through an adequately resourced support arrangement	
17.	Financial and organizational capacity to complete the assignment through financial Audited reports.	

Note: Failure to meet any of the above listed mandatory requirements shall lead the firm being declared as non-responsive, and hence shall not qualify to proceed to the Technical Evaluation stage

b) TECHNICAL COMPLIANCE MATRIX

Bidders shall provide a compliance matrix indicating whether each requirement is Fully Compliant, Partially Compliant or Not Compliant, and provide comments/evidence. Any proposed deviation shall be clearly identified.

#	Requirement	Compliance	Status	Bidder comments / evidence
1	Tenant/customer management	FC/PC/NC		
2	Property and space inventory	FC/PC/NC		
3	Online booking/application	FC/PC/NC		
4	Event-based tenancy and availability	FC/PC/NC		
5	Rate-card engine	FC/PC/NC		
6	Contract/tenancy agreement generation	FC/PC/NC		
7	Invoicing	FC/PC/NC		
8	Payment integration	FC/PC/NC		
9	Payment reconciliation	FC/PC/NC		
10	Deposit management	FC/PC/NC		
11	Tenant clearance	FC/PC/NC		
12	Automated communication	FC/PC/NC		
13	Document management	FC/PC/NC		
14	Dashboards	FC/PC/NC		
15	Management reporting	FC/PC/NC		

16	Role-based access and audit trail	FC/PC/NC		
17	Data migration	FC/PC/NC		
18	Integration/API capability	FC/PC/NC		
19	Backup and disaster recovery	FC/PC/NC		
20	Training and documentation	FC/PC/NC		
21	Support and SLA	FC/PC/NC		

c) FINANCIAL PROPOSAL

Bidders shall provide a transparent and itemized financial proposal. All costs shall be clearly identified, including one-time and recurring charges.

- Requirements analysis/discovery.
- Software license/subscription or development costs.
- Configuration/customization costs.
- Implementation and deployment.
- Data migration.
- Integrations and third-party services.
- Hosting/infrastructure, if included.
- Training.
- Documentation.
- Warranty.
- Annual support and maintenance.
- SMS, WhatsApp, payment gateway or other transaction/service charges.
- Any other mandatory costs.
- Applicable taxes and statutory charges.

The bidder shall state the currency in **Kenyan Shillings**, applicable taxes, payment methods and milestones, recurring subscription/licensing obligations and any price assumptions.

The Proposal must remain valid for **90 days** after the submissions' closing date.

During this period, the firm is expected to keep available, at its own cost, the professional staff proposed for the assignment. AGRICULTURAL SOCIETY OF KENYA will make its best effort to complete evaluation, contract award and

negotiations processes within this period. If A.S.K wishes to extend the validity period of the proposals, the firm which will not agree, have the right not to extend the validity of their proposals.

d) BIDDER PROPOSAL RESPONSE FORMAT

To facilitate evaluation, bidders should structure their proposals in the following order:

- 1) Cover letter / Letter of proposal.
- 2) Executive summary.
- 3) Company profile and legal/registration details.
- 4) Understanding of A.S.K.'s requirements.
- 5) Proposed solution and system architecture.
- 6) Detailed functional compliance matrix against this RFP.
- 7) Technical and non-functional compliance.
- 8) Implementation methodology and project plan.
- 9) Integration approach.
- 10) Data migration approach.
- 11) Security, privacy, backup and disaster recovery approach.
- 12) Training and change-management plan.
- 13) Support, maintenance and SLA proposal.
- 14) Project team and CVs of key personnel.
- 15) Relevant experience and references.
- 16) Assumptions, dependencies, exclusions and risks.
- 17) Detailed financial proposal.
- 18) Warranty and commercial terms.
- 19) Any additional value-added features or recommendations.

e) PROPOSAL EVALUATION

A.S.K. will evaluate proposals using criteria approved in accordance with its procurement requirements. The following indicative structure is provided to bidders to clarify the areas that may be assessed; final weights and any mandatory thresholds shall be stated in the applicable procurement documents.

Evaluation area	Weight	Indicative considerations
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Mandatory / preliminary requirements	Pass/Fail	Completeness, eligibility and submission requirements.
Technical solution and functional compliance	30%	Fit to requirements, usability, architecture, integrations, security and scalability.
Implementation methodology and project team	20%	Approach, timeline, resources, governance, migration, testing and training.
Relevant experience and references	20%	Comparable projects, client references and demonstrated capability.
Support, maintenance and SLA	20%	Support model, service levels, warranty and continuity.
Financial proposal	10%	Total cost of ownership, transparency and commercial value.

DUE DILIGENCE

The procuring entity **MAY carry** out due diligence to verify the accuracy of the information provided and past performance of the lowest evaluated tenderer. Any inconsistencies noted in any of the above requirements and unsatisfactory performance shall lead to automatic disqualification

f) CLARIFICATIONS & BIDDER QUESTIONS

Bidders requiring clarification shall submit questions in writing through the official A.S.K Tender email address specified in this RFP. A.S.K. may issue clarifications or addenda to all participating bidders where appropriate.

Clarification deadline: **Wednesday, 11th November, 2026**

Official contact/email: **tender@ask.co.ke**

g) ACCEPTANCE & GO-LIVE

The selected solution shall be subject to agreed acceptance criteria and user acceptance testing. The bidder shall provide a test plan, test scripts or scenarios, defect-management process and acceptance documentation. Go-live shall occur only after A.S.K. confirms readiness in accordance with the agreed implementation and acceptance plan.

h) APPENDICES / BIDDER SUBMISSION SCHEDULES

- Appendix A – Detailed Functional Compliance Matrix.
- Appendix B – Technical Architecture and Infrastructure Requirements.
- Appendix C – Implementation Plan and Milestones.
- Appendix D – Key Personnel Schedule.
- Appendix E – Relevant Experience and References.
- Appendix F – Financial Proposal / Price Schedule.
- Appendix G – Proposed SLA and Support Matrix.
- Appendix H – Bidder Assumptions, Dependencies and Exclusions.

i) KEY REQUIREMENTS SUMMARY

The core requirement is an integrated central platform that gives A.S.K. a reliable and complete view of tenants/exhibitors, spaces, events, bookings, contracts, invoices, payments, deposits, documents, communications and management performance. The system must support the fact that the same space may be rented to different tenants for different events or periods and should therefore manage availability on a time/event basis. The core modules and workflows are based on the requirements provided by A.S.K. in the source document.

SECTION IV - TENDERING FORMS

1. Form of Tender – Technical Proposal Form

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

- i) *All italicized text is to help the Tenderer in preparing this form.*
- ii) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (o) below.*

Date of this Tender submission:[insert date (as day, month and year) of Tender

submission] **Tender Name** **and**

Identification:[insert

identification] **Alternative No.:**[insert

identification No if this is a Tender for an alternative]

To.....[Insert complete name of Procuring Entity]

We, the undersigned Tenderer, hereby submit our Tender,

in two parts, namely:

- i) The Technical Proposal, and
- ii) The Financial Proposal.

In submitting our Tender, we make the following declarations:

- a) **No reservations:** We have examined and have no reservations to the Tendering Document, including Addenda issued in accordance with Instructions to Tenderers (ITT 8);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:**

We have not been debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 4.8;

- d) **Conformity:** We offer to supply in conformity with the Tendering Document and in accordance with the Schedules specified in the Schedule of Service Requirements the following Management Services: *[insert a brief description of the Management Services]*;
- e) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS ITT 20.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS ITT 23.1 (as amended, if applicable), and it shall remain binding upon us, and may at any time before the expiration of that period;
- f) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering Document;
- g) **One Tender per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.4.
- h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- i) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]*
[We are not a state-owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 4.7];
- j) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- k) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Lowest Evaluated Tender or any other Tender that you may receive; and
- l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- m) We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from www.pppra.go.ke during the procurement process and the execution of any resulting contract.
- n) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- o) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
 - i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not

engage in any form of fraud and corruption.

- iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya,

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer: *[insert complete name of Tenderer]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender: [insert complete title of the person signing the Tender] **Signature of the person named above:** [insert signature of person whose name and capacity are shown above] **Date signed** [insert date of signing] **day of** [insert month], [insert year]

*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as Tenderer.

**: Person signing the Tender shall have the power of attorney given by the Tenderer. The power of attorney shall be attached with the Tender Schedules.

1. TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instructions to Tenderer

Tender 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.

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	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.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	

7	Maximum value of business which the Tenderer handles.	
8		

Tenderer's details

General and Specific Details

Sole Proprietor, provide the following details.

Name in
full _____ Age

Nationality _____ Country of
Origin _____

Citizenship _____

Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

	Names of Director	Nationality	Citizenship	% Shares owned
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	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

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

- i) Are there any person/persons in.....? (*Name of Procuring Entity*) who has an interest or relationship in this firm?

Yes/No..... If yes,
provide details as follows.

(ii) Conflict of interest disclosure

	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 execution of the Contract.		

CERTIFICATION

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name..... Title or

Designation

(Signature)

(Date)

IMPORTANT NOTES TO BIDDERS

Bidders are responsible for understanding the scope of this RFP and complying with the requirements specified in it. Bidders must provide accurate responses to all requirements within this document. References to external documents or websites will not be considered.

Failure to comply with any of the requirements in this RFP may result in the rejection of the bidder's proposal. The responses of the bidder to this RFP will become the property of A.S.K, which reserves the right to use any information in the proposal to its benefit.

INSTRUCTIONS

1. The selected bidder shall not commence material implementation activities until a formal contract or purchase order is issued by A.S.K.
2. The final scope, implementation schedule, service levels, intellectual property provisions, data ownership, security obligations, payment terms and other contractual conditions shall be agreed in the contract.
3. Any proposed third-party software, licenses, subscriptions or services must be disclosed together with their licensing model, renewal costs and dependencies.
4. The bidder shall identify all assumptions and exclusions. Failure to identify a material assumption or exclusion may affect evaluation of the proposal.
5. A.S.K. may conduct a solution demonstration or technical due diligence before final award.
6. The system and data must support A.S.K.'s operational continuity and provide appropriate mechanisms for data export and transition at contract termination, subject to the final contractual terms.
7. The response document must be fully and comprehensively completed in all respects.
8. All documents must be submitted in English.
9. You may be asked to clarify your answers or provide more details.
10. A.S.K will examine the documents to determine completeness, general orderliness, and adequacy of response. Failure to fully complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
11. Please note that by responding to this questionnaire you accept that all

answers provided in this questionnaire are LEGALLY BINDING and should a need arise, may be used as evidence in any court of law. Further A.S.K reserves the right without further recourse to verify at its own cost the accuracy of any answers provided therein.

12. Information given by applicants shall be treated in strict confidence.
13. Applicants to note that this DOES NOT amount to any contractual obligation on the part of A.S.K and A.S.K is not obliged to place orders with any of the respondents to this RFP.
14. The successful bidder shall be dully notified.
15. Where insufficient space has been provided, additional answers may be submitted as supplementary on separate sheet bearing rubberstamp and signature of a senior person in the Organization.
16. The original document shall be prepared in indelible ink. It shall not contain interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person(s) who sign(s) the document.
17. The completed document shall be signed off and initialed by authorized signatories of the organization.
18. Applicants will meet all costs associated with the preparation and submission of their applications.
19. Canvassing will lead to automatic disqualification of the applicant.
20. Submission should follow instructions given in the Invitation to Tender.
21. Late submissions will not be accepted. Any application(s) received after the date and time of closure will not be considered

DECLARATION

I/We have completed this form to the best of our knowledge and it is agreed that all responses can be substantiated if requested to do so.

I/We understand that any inaccuracy in the information filled herein will be used as a ground for removal or termination of the tender.

Signed and Sealed:

For and on behalf of: -

Positions in the Company

Date: