

## EXPRESSION OF INTEREST (EOI) FOR THE KenGen WEBSITE DESIGN, HOSTING & MAINTENANCE KGN-SBP-05-2018

### 1. Background Information

Kenya Electricity Generating Company Limited (KenGen) is a limited liability company, owned 70% by the Government of the Republic of Kenya. It is the leading electric power generation company in Kenya, producing about 75% of the electricity used in the country. It has a total installed capacity of 1,631MW with power plants located in different parts of Kenya. KenGen utilizes various primary sources of energy to generate electricity ranging from hydro, geothermal, thermal and wind.

The Company stakeholders include Employees, Shareholders, Government Ministries and agencies, local communities around the power stations, Suppliers, Manufacturers, Media and Internal Community.

KenGen wishes to invite Expression of Interest (EOI) to develop bilingual (English/Swahili) website. Your offer comprising of a creative proposal should include the following scope.

### 2. Scope of Work.

The scope of the work and services for the redesigning will include but not limited to the following:

- 2.1. Carry out the technical re-design, re-development, testing, implementation and maintenance (2 years) of new website and intranet with digital platforms and web applications.
- 2.2. Meet and work with KenGen staff on a regular basis to study the requirements and develop design, functionality, and technical requirements for approval.
- 2.3. Provide a flexible and responsive development process that enables and responds to feedback from KenGen staff and stakeholders.
- 2.4. Deliver intuitive and user-friendly resource and infrastructure mapping platform covering all KenGen Power Stations.
- 2.5. Provide tools for users to view, compare, chart and download relevant data. Provide an improved framework and content management system for information as well as document files, interactive tools, and other media.
- 2.6. Provide access permissions that enable users to access, modify and upload content. Provide a fast and responsive platform, which will integrate large amounts of data, layers of mapping and thousands of policy documents, ensuring a positive user experience. Handle backend and frontend issues as requested.
- 2.7. Ensure a functional content integration of the KenGen Internet and Intranet website to facilitate synchronized content updates.
- 2.8. Develop a KenGen Mobile website App on all platform to provide access to services and information to KenGen Staff and stakeholders.
- 2.9. Produce a technical user manual, with a copy of the code, and instructions for web updates and maintenance requirements.
- 2.10. Provide automated website analytic reports on demand showing user and visitor traffic. Provide system access for monitoring and analysis of site traffic.
- 2.11. Transfer existing content, update content and set parameters for regular updating. Advise and train the client on the new look website and its maintenance.
- 2.12. The content, images and source code of the website will remain the property and intellectual rights remain property of KenGen.
- 2.13. Provide version control for website applications.
- 2.14. The website must be a secure website the consultant will have to describe how they plan to secure the website.
- 2.15. The website should not be developed using open source content management software.
- 2.16. Should have search engine optimization (SEO).
- 2.17. The website should include a sub-site for the annual technical seminar that's is the G2G seminar.
- 2.18. Include a seminar registration application that can enable print of participant IDs as well as general organization of staff.
- 2.19. Configure a local hot back up in the client's infrastructure with replication for redundancy.
- 2.20. Provide hosting, maintenance and support of the sites.

### 3. Eligibility Criteria

The Expression of Interest (EOI) must be accompanied by the bidder's qualifications, professional capabilities and details of past experience related to the requested consultancy services.

- 3.1. The firm should have a turnover of more than Ksh 20 million annually for the past 2 years. Copies of Company balance sheet, certified by the registered accountant.
- 3.2. The firm should show evidence of 40% local content - key Local Content elements, including but not limited to, employment of nationals, training of nationals individual and Sub contractors, use of local goods and services, etc.
- 3.3. The agency/firm should have experience of working on cross platforms and must have experience of developing and designing website, for five (5) clients with at least 1,000 employees.

### 4. Competencies, Knowledge & Experience Required

- 4.1. Good information technology skills, with previous experience of website maintenance, management, editing, and/or development.
- 4.2. Expertise with HTML and content-management systems and latest trends and technology in website content and social media.
- 4.3. Strong analytical and research skills, including the ability to analyze audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites.
- 4.4. Knowledge of the mandate and work of a government department website would be desirable.

- 4.5. Excellent I.T. skills and project management skills. Strong editorial team with communications skills to write clearly and compellingly English & Swahili.
- 4.6. Ability to juggle priorities and deadlines and perform well under pressure; Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- 4.7. Ability to utilize the latest smart technologies for website development.

### 5. Documents to be submitted

Interested firms should provide specific information as indicated below:

- 5.1. Name of firm who will participate in undertaking the redesigning services and their role in all aspects of the service. To be submitted also are name(s) and position(s) of authorized representatives.
- 5.2. Firms that bid jointly should submit consortium agreements between the parties, with the roles of each party clearly defined. (Not more than one consortium agreement of the same firms will be accepted.)
- 5.3. Description of management/ organization structure, list of key staff relevant to the assignment and their Curriculum Vitae
- 5.4. Be composed of relevant consultants with a mix of appropriate expertise. The Project team lead member should have a degree from a recognized university in areas of ICT, and Computer science, they should have related experience of at least five years in the field of web-design.
- 5.5. Information regarding any current litigation involving the consulting firm certified by a reputable law firm
- 5.6. Bidders must provide their company profile together with Certificate of Registration.
- 5.7. Attach at least five (5) references of similar work done in the last five years. Such information may include brochures, description of similar assignments, experience in similar conditions, and availability of appropriate skills among staff with their most recent profiles showing their experience, qualifications, capabilities, and referees, letters of recommendation and details of past experience especially in their areas of expertise.

### 6. Criteria for Evaluation

Only those companies, that have met the eligibility criteria, will be prequalified to proceed to request for proposal stage.

### 7. Clarifications

The interested parties may request for clarifications on this expression of interest up to seven (7) days before the EOI submission date. Any request for clarification must be sent in writing by paper mail or electronic mail to:

**Supply Chain Director**  
**Kenya Electricity Generating Company Limited,**  
**Stima Plaza III, Kolobot Road, Parklands,**  
**P.O. Box 47936 – 00100,**  
**Nairobi, Kenya.**  
**Tel: +254-20-3666427**  
**Fax: +254-20-2248848**  
**Email: tenders@kengen.co.ke,**  
**Cc pwambugu@kengen.co.ke; jombongi@kengen.co.ke**

### 8. Submission of the EOI

The EOI (**1 original and 2 copies**) should be submitted in a sealed envelope by 1000 hours (East African Time) on 25<sup>th</sup> May 2018 to the following address:

**Company Secretary & Legal Affairs Director,**  
**Kenya Electricity Generating Company Limited,**  
**KenGen RBS Building, 9<sup>th</sup> Floor Next To Stima Plaza III,**  
**Kolobot Road, Parklands,**  
**P. O. Box 47936 - 00100,**  
**Nairobi, Kenya.**

Information on the outer envelope should also include:

Confidential, Expression of Interest (EOI) for KenGen Website Re-Design: do not open before, **25<sup>th</sup> May 2018 at 1000hrs East African Time.**

The bid document shall be dropped in the tender box located on the ground floor of Stima Plaza Phase II.

The opening will take place thereafter in the presence of bidder's representative (s) who choose to attend at Pension Plaza Phase III ground floor or alternative venue as will be communicated by the procuring entity.

**SUPPLY CHAIN DIRECTOR**