

Our Ref: **CONF/IRA/00/036/14**

23rd May, 2017

To All Bidders,

Dear Sirs,

**RE: ADDENDUM NO 3: TENDER NO. IRA/246/2016-2017 – PROVISION
OF SUPPORT AND MAINTENANCE OF MICROSOFT DYNAMICS
(NAVISION)**

Please refer to our tender document dated 10th May, 2017 and pre-tender meeting held on 19th May, 2017 on the above subject matter.

Pursuant to Pre-Tender Meeting for the above tender held on 19th May 2017, The Authority wishes to issue addendum No.3 with the following clarifications raised during the meeting:-

1. The type and number of licenses the Authority has for Navision is as per **Annexure I.**
2. The Screen Shots of the HR portal are as per **Annexure II.**

The other terms and conditions of the tender document remain the same.

Please acknowledge receipt of the addendum No. 3 by signing and returning the appended acknowledgement page attached as **Annexure III.**

Yours faithfully,



**FELIX K. CHELIMO
MANAGER, PROCUREMENT
FOR: INSURANCE REGULATORY AUTHORITY**

Encls

MS NAVISION LICENCES

CUSTOMER ACCOUNT	CUSTOMER NAME	LOCATION	DAYS TO EXPIRATION	EXPIRATION DATE	PRODUCT LINE
5658335	Insurance Regulatory Authority	NAIROBI, Central Kenya			Microsoft Dynamics NAV Business Ready

Insurance Regulatory Authority

Account number: 5658335

Display Currency: US Dollars

Microsoft Dynamics NAV Business Ready: Total Lapsed Value:

Module/Description	Version	User Count	Lapsed Value
310 Business Essentials Foundation Pack	2009	1	
39005480 CoreTEC Partners Purchase	2009	0	
410 Additional BRL Business Essentials Users	2009	12	
Country Code: WELA	2009	0	\$ 0.00
Internal Use: Customer Prior to Oct 1 2012	2009	0	\$ 0.00

PORTAL LOGIN WINDOW

IRA : HRIS

Not secure | erpservers/erpportal/Default.aspx

Apps Bookmarks Mwongozo Induction Training Evaluation New Tab https://www.google.x eBoard Login eCitizen - Gateway to

IRA
HRS PORTAL

SIGN IN Last refreshed on Monday, May 22, 2017 4:08:29 PM

If you do not have an account or you have forgotten your password, then apply for one at the IRA offices.

Sign In

Employee No:

Password:

Sign In

16:08
22/05/2017

EMPLOYEE PROFILE: Portal used to apply and approve for leave, request and approve for transport, apply for training, setting targets and appraising the staff on Page 5.



HRS PORTAL

MY PROFILE

[Sign Out](#)

My Profile

Leave

Leave Planner

Transport

Vehicle Availability

Common Facilities

Training

Training Calendar

Training Evaluation

Training Effectiveness

Appraisal Periods

Appraisals Target Setting

Appraisals First Quarter

Appraisals Second Quarter

Appraisals Third Quarter

Appraisals End Year

Appraisal Periods

Appraisals Target Setting

Appraisals First Quarter

Appraisals Second Quarter

Appraisals Third Quarter

Appraisals End Year

Leave Approvals

Transport Approvals

Training Approvals

Appraisal Targets Approvals

Appraisals Q1 Approvals

Appraisals Q2 Approvals

Appraisals Q3 Approvals

Appraisals EY Approvals

Personal Details

ID Number:

Payroll Number:

First Name:

Middle Name:

Last Name:

Marital Status:

Job Title:

Contact Details

Home Phone Number:

Cellular Phone Number:

Official Email Address:

Other Email Address:

Payment Information

PIN Number:

NSSF Number:

NHIF Number:

Sacco Number:

HELB Number:

Bank Account Number:

Bank Branch Name:

Branch Code:

Job Information

Job Position:

HR Department:

Step:

Important Dates

Date of Birth:

Date of Employment:

Retirement Date:

[Change Password](#)

Official Email Address:

Other Email Address:

Retirement Date:

Payment Information

PIN Number:

NSSF Number:

NHIF Number:

Sacco Number:

HELB Number:

[Change Password](#)



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Annexure III

ACKNOWLEDGEMENT OF ADDENDUM NO. 3

We, the undersigned hereby certify that the addendum is an integral part of the document and the alterations set out in Addendum has been incorporated in the tender document.

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]*

_____ *[Name of Firm]*

_____ *[Address:]*