



EXPRESSION OF INTEREST (EOI)
PROVISION OF GUEST HOUSE MANAGEMENT SOFTWARE AT *icipe*
REF: *icipe*/EOI-1/DFA/2018

1. The International Centre of Insect Physiology and Ecology (*icipe*) is a not-for-profit, intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).
2. *icipe* intends to deploy an efficient, manageable and cost-effective Guest House Management software in an effort to significantly address the end users' day-to-day operations through automation of essential tasks, namely: Reservation Management, Restaurant Sales Management, Customer Management, Inventory Management, Food and Beverage Management, Conference Management, and Reporting.
3. The Centre now invites interested, eligible and qualified firms who are able to demonstrate capability to supply and implement such a solution to express interest.
4. Interested parties must provide:
 - a. A brief but comprehensive organisation profile detailing organisation chart, including a background of the firm, location of offices, products and services offered, and full contact address (Tel/e-mail/website).
 - b. Copies of the firm's Certificate of Incorporation, VAT Registration Certificate and Valid Single Business Permit. The firm should have been in operation for not less than five (5) years.
 - c. Letter of accreditation from the software manufacturer.
 - d. Statement of experience with at least three (3) similar undertakings, giving their name and full contact details.
 - e. Audited financial statements for the last three (3) years.
5. Expression of Interest must be delivered to the address below on or before 11:00 hours East African Time on **Friday, 12th October 2018**. The submission in hard copy must be in sealed envelope clearly marked: '**Expression of Interest for supply and implementation of a Guest House Management Software at *icipe***'. The bids will be opened the same date and time, in the presence of those submitting. Electronic submissions will not be permitted. Late submissions will be rejected.

Procurement Manager, Through *icipe* Tender Box
icipe Duduville campus, Carroll Wilson Building, Off Thika Road, Kasarani
P.O. Box 30772-00100, **NAIROBI**