



# TRAMOM REGULATED NON-WDT SACCO SOCIETY LIMITED

Dynamic Building, Opposite Changamwe Social Hall, Next to Methodist  
Church- Changamwe Old Mombasa- Nairobi Road  
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## EXPRESSION OF INTEREST(EOI) FOR SACCO MIS

TRAMOM SACCO LTD, A Non-WDT SACCO regulated by SASRA, Certificate No. **SS/NWDTS/0068/21** invites eligible and qualified SACCO MIS vendors to express interest in undertaking our SACCO MIS upgrade. The MIS should be capable of among other things, be capable of;

- Membership management.
- Savings/Share contributions management.
- Loan management, Risk portfolio analytic tools & reporting.
- Expenses and income management.
- Human resource and payroll management.
- Bulk SMS/Email notifications.
- M-PESA/Bank integrations.
- Document management.
- Account/Financial management & reports.
- Regulatory Reports (SASRA/CRB/INSURANCE etc.)
- Agency & Member self-service platforms. (Agency APP, USSD, APP, Portal etc.)

### **MANDATORY REQUIREMENTS**

This stage of evaluation shall involve examination of the pre-qualification conditions set out in the Tender Advertisement Notice or Letter of invitation to Tender and other conditions stated in the bid document.

1. Proof of Business incorporation or Registration.
2. Proof of tax payer registration (PIN/VAT).
3. Proof of Tax Compliance.
4. Proof of Business Permit.
5. Proof of having a registered office/Physical Address.
6. Proof of MIS SASRA Compliance.
7. Terms of Payment.
8. Financial report of the previous year.

## TECHNICAL REQUIREMENTS

MIS vendors are advised to provide the following documents for proof of their technical capability.

- 1) Company profile.
- 2) Introduction letter/Proposal.
- 3) Quotation & implementation strategy/schedule.
- 4) Duly filled TRAMOM SACCO MIS evaluation form.
- 5) At least 3 recommendation letters from your current clients (SACCOS)/referees.
- 6) Provide Key personnel CVs and Certifications (Management and Technical Personnel).
- 7) Provide Name, Address and Telephone of your Bankers.

You're requested to submit your Expression of Interest (EOI) for SACCO MIS via email: [info@tramomsacco.com](mailto:info@tramomsacco.com) on or before **25<sup>th</sup> August, 2022** at 5.00 PM.