

SCOPE STATEMENT

Department: Finance

Issue Date: 08/05/2018

Project Name: Assets Verification & Tagging

Project Sponsor: Director of Finance

Project Contact; Project Accountant

Contact Phone: +254 (20) 6999327

Contact Email: ebundi@tatachemicals.com

Scope Statement Purpose.

TCML aims at verifying and tagging all its assets as reflected in its Fixed Asset Register.

Project Background and Objectives

Assets Verification and Tagging has not been done in TCML for a while. As such the company requires a competent and proven resource to conduct this underlying assignment.

Project Description

TCML wishes to assign each asset a unique identifier and use technology to manage the fixed asset register going forward. Bidders should therefore describe in detail their technology platform and clearly demonstrate how data will be captured, stored and retrieved. In addition, the successful bidder will be required to undertake the following tasks

- a) Blind count, tag and record assets at various TCML locations (Magadi, Mombasa and Kajiado)
- b) Store the data electronically
- c) Try the data for completeness and correctness
- d) Collect and record all relevant asset data including tag numbers, serial numbers, part numbers etc)
- e) Bind collected data to asset tags
- f) Use a combination of tag technologies so as to provide permanent non removable tags/labels to various equipment types in a harsh industrial environment
- g) Match counted data and financial records
- h) Provide software/ system to maintain and manage financial and operational data on an ongoing basis.
- i) Train users on use of software

Timetable/Schedule

TCML aims at completing this project within 4 months for all sites i.e. Magadi, Kajiado & Mombasa.

Vendor Cost Proposal

Vendors are requested to provide a deliverable-based pricing and billing schedule.

This rate shall apply to all work efforts, regardless of type or complexity. It shall apply to all vendor personnel, regardless of required skill or experience levels.

The fixed fee rate, shall cover all cost, including direct and overhead expenses. Travel, per diem and other miscellaneous costs must be absorbed in this rate.

Political or Business Environment

The vendor project team must work with resources from the Department of finance, TCML, as well as the projects office which shall offer technical advice especially on the plant and supply chain assets.

The vendor project manager will work closely with the development Engineer's office which provides management oversight to all TCML projects.

Additional Vendor Qualifications

We seek a strong academic record and industry hands on experience for the directors and the senior staff members who would be running the project. The vendor is required to share evidence of high value, big asset numbers jobs carried out in the last four years, preferably in the manufacturing sector.

Additional Contractual Terms

The selected Vendor shall be compensated upon satisfactory completion and submission of project deliverables. Vendor invoices shall be supported by a deliverable acceptance document that has been signed off by the project sponsor.

Evaluation Criteria

The selection criteria will not be based on lowest cost, but on the "best value" concept