



REQUEST FOR QUOTATION FOR SUPPLY OF LEARNING MANAGEMENT SYSTEM

The Managing Director of ZEP-RE invites the supplier to supply a Learning Management system to be used for five years.

The eligibility criteria and scope of work are shown below.

1. Eligibility Criteria

The supplier should confirm the following capabilities: -

- System must be ready for deployment.
- The system should have been used successfully elsewhere
- Ability to work under tight deadlines, with agile delivery.

2. Scope of work

The consultant or firm will be responsible for the following tasks:

Requirement Gathering: Conduct detailed discussions with stakeholders to understand their needs, goals, and expectations from the customized Moodle platform.

- Customization Planning: Create a comprehensive plan outlining the customization project's scope, timeline, and resource requirements.
- System Analysis: Evaluate the existing Moodle instance to identify the areas that need customization and assess the technical feasibility of the requested features.
- Custom Development: Implement the required customizations in line with the technical requirements mentioned above. This includes developing new Moodle plugins, modifying existing modules, and integrating third-party tools.
- User Interface (UI) Design: Customize the Moodle theme to match the ZEP-RE's branding and ensure a user-friendly interface.
- Testing and Quality Assurance: Thoroughly test the customized features to identify and resolve any bugs or issues. Conduct user acceptance testing (UAT) with stakeholders.
- Deployment and Integration: Deploy the customized Moodle platform on the ZEP-RE's servers, ensuring seamless integration with the existing IT infrastructure.
- Training and Documentation: Provide training sessions to administrators, instructors, and learners on using the new features. Create comprehensive documentation for reference.
- Ongoing Support: Offer post-implementation support to address any issues or concerns that may arise after the project's completion.



- **Project Management:** Assign a dedicated project manager to oversee the customization project, ensuring timely delivery and effective communication between the consultant/firm and ZEP-RE.
- **Security and Privacy:** Implement security best practices to safeguard user data and ensure compliance with relevant data protection regulations.
- **Scalability and Performance:** Optimize the customized Moodle platform for scalability and performance to handle a growing number of users and courses.

A: Feature/functionality.

C: Customisation is required to achieve this requirement - In the comment/reference column indicate reference to annexure that propose the cost and time man-months for creating that customisation.

N: Feature/functionality is Not available/supported on the current system version.

Note:

1. Choose the response that accurately and honestly describe your system
2. All **C** entries must be accompanied by references to annexure on proposed cost and time

Detailed requirements are in the attached technical requirements document.

Feature / Functionality Requirement		Availability	Remarks / Reference to proposal annexure
	System Requirements		
1	Course Management. Creation and Management of Online courses, upload and organisation of materials and assessments.		
2	Communication and collaboration between instructors and students		
3	Tracking of student progress and feedback including the ability to grade assignments and tests		
4	Learning Progress Tracking. Monitor student progress, coursework, test scores and certification status		
5	Assessment and evaluation. The ability to create and administer quizzes, exams and other assessments		
6	SSO		
7	User Management. Registration (including self registration) track user accounts, enrolments and progress		



Feature / Functionality Requirement		Availability	Remarks / Reference to proposal annexure
8	Reports generations		
9	Audit trail		
10	Customisability and brandable.		
11	Accessibility. Options for users with disability.		
12	Mobile and Offline Support		
13	Ability to generate certificates automatically after course completion		

**Those interested may submit their bids via email to procurement@zep-re.com,
Deadline is 16:00 hours Kenyan time on 18th August 2023.
Proposal should be addressed to the CTO, ZEP-RE (PTA Reinsurance Company), P.O.
Box 42769 00100 Nairobi, Kenya.**

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