

Ethiopian Center for Disability and Development (ECDD) Request for Proposal for Three Information Systems: Inventory, Fleet, Procurement and Management System

1. Fleet Management System.

The scope of functionality for the proposed FMS (Fleet Management System) solution is Vehicle Registration Management, GPS vehicle tracking, Vehicle Allocation, Booking Details, Running & Fuel Management, Vehicle Management, Reports.

Some of the key features are

- Service reminder – Create new reminders or updating existing ones.
 - Service history – log all maintenance as performed.
 - Fuel log – Monitoring fuel consumption and history details.
 - Spare Parts inventory – keep track of spare parts inventory and get reminded when parts need to be re-ordered.
 - Notes & issue tracking – operators and mechanics can quickly report issues on vehicles and equipment during inspections.
 - Documents – store and view important documents related to particular vehicle, driver, service or work order such as insurance records or scanned invoices.
- Web Based Fleet Management System
- Work orders – create work orders and keep track of their progression. Convert them to 'completed services' once they are closed.
 - Repair maintenance – Keeping track and monitoring trends in repair maintenance.
 - Preventative Maintenance – schedule repairs for unexpected problems that drivers encounter.

- History recording – maintain history details such as maintenance, fuel, expenses, accident, inspections, etc.
- Equipment details
- Work orders – generate work orders for each piece of equipment based on this due maintenance.
- Tire inventory
- Parts inventory – provide a complete set of parts inventory features, including stock management, part associations, reorder notifications, and a built-in purchase order system.

2. Inventory Management System:

- **Objective:** The objective of the stock/inventory management system in the organization is to be more efficient in managing information/data related to stock/inventory of the Organization, minimizing stocks out, and losses due to expiry of items or inventory differences.
- **Scope of work:** Under the coordination and supervision of Procurement and Finance team of SPN, the outsourced agency shall develop an existing web-based Stock/Inventory Management System which is dynamic and is user-friendly.
- **Features of Stock/inventory management system:**
 - ✓ Supplier Management:
 - Comprehensive supplier database management for products comprised in a Framework agreement of the suppliers.
 - Supplier Performance Analysis.
 - Supplier history.
 - Supplier price Lists / quotations.
 - ✓ Requisition Management:

- Generate internal requisitions (request to send items) from service delivery sites to warehouse based on consumption projections and current stock in hand
- Automatic generation of minimum, maximum and re-order levels as per the projected numbers
- Generate internal requisition, dispatch note, and goods received notes
- Digitize approval management system, with users' rights being managed internally
- Inventory Management should be able to incorporate:
 - ✓ Brief product categorization / grouping.
 - ✓ Product coding system, tracking of expiry dates and batch numbers.
 - ✓ Multi – company / multiple location inventory management with centralized control system.
 - ✓ Generate purchase entry / invoice Report / supplier Good Received Note (GRN).
 - ✓ Dispatching and receiving real-time data.
 - ✓ Store Issue Notes, packing slips and pick lists.
 - ✓ Delivery Tracking Alert and Good Received Note report.
 - ✓ Consumption / Return – Transaction entry & Report.
 - ✓ Expiry control / damaged loss control / FIFO / optimized inventory levels alert.
 - ✓ Disposable management & Reverse transaction.
 - ✓ Inventory Reconciliation with Physical Verification

3. Procurement Management System

- Procurement Plan and Budget
- Online Purchase Order Request
- Online Approval or Authorization of procurement requests
- Track Procurement Requests

- GRN or Goods Receiving Registration and Management
- Supplier List Maintenance and Management
- The system must allow procuring Goods, Services or Works
- Perform Request for Procurement of Goods or Services (PR), Review & Assign Requests, Split & Combine, Approve or Authorize procurement requests, Tracking Requests
- Allow Procurement planning and purchase request from Multiple project locations.
- Allow Expense, Tracking, Spend and Supplier Management
- Online PR Creation & Submission, Online Approval & Review
- Allow Catalog, Invoice Processing, Purchase Order, Receiving, Requisitions & Approvals,
- Inspection and Delivery
- Payment processing
- Integration with HRM Module
- Integration with Financial Management system

3.1. Supplier Registration

- The System should allow to maintain the supplier registration details by identifying Mandatory requirements like renewed related trade license, TIN certificate, VAT registration certificate, Online registration on Public Procurement Agency website (if required).
- The system should block Black listed suppliers (for a certain period of time)
- The system should maintain supplier lists by category of items and service providers
- The system should maintain purchase history by following: suppliers based, purchase prices based, delivery lead times based and item based

- The system should maintain multiple suppliers respective to delivery, payment terms and lead-time of an item.
- The System should generate a supplier Registration Code which is linked to category of items in order to track suppliers by category.
- The System should update the supplier's short list yearly.
- The System should allow verification of supplier registration details.

3.2. Supplier Performance Rating

- The System should calculate the supplier performance based on the service provided by considering the following points in order to maintain long term agreement (From the time PO is received up to the time the item is delivered to warehouse).

3.3. Purchase Requisition

- The system should allow PR (purchase requisition) to be printed (Original PR should be printed only once; the next print should have printed out as "Duplicate or copy")
- The System should generate list of approved budgets to be procured for the described fiscal year, when it gets approval and also allow preceding the procurement process.
- The system should generate the Budget Book which have the following information: Name of Head Office/Branch, Description, Unit of Measurement, Category, Recurrent/Non recurrent, New/Replacement, Functional/Non-Functional
- The System should check the budget availability and precede the purchase process for approved or available budget only.

- The System should differentiate user organs that don't have budget to get special purchase approval from concerned organization organ.
- The system should block user organ to raise a purchase request for items used for immediate needs if it is in their discretion limit in line with the purchase procedure manual.

3.4. Purchase Order

- The System should have modifiable & standard template of purchase order.
- The system should allow Po to be printed (Original PO should be printed only once and stamped, the next print should print out as "Duplicate or copy")
- The system should process single and multiple lines PO.
- The system should process the following multiple order types:
 - multiple items - single delivery and multiple delivery
 - multiple items - multiple delivery dates and multiple delivery points / locations
 - single item - multiple delivery points and multiple delivery dates
- The system should allow amendments to the PO, for the following:
 - shipments Schedule
 - item Code
 - quantity changes
 - price changes
 - additional lines on the order
 - The system should track the following PO status:
 - delivery date confirmed
 - shipped
 - arrived
 - receipt at Warehouse/site
 - Awaiting inspection etc.

- The system should notify the supplier about non-Delivery & debit ticket for items to be returned to the supplier (e.g., rejected items, excess items, etc.).
- The system should generate new PO based on user need. (Category wise)
- The system should allow modification or cancellation of purchase orders.

3.5. Pro-forma Purchase

- The System should have modifiable & standard template of Performa requests with submission & opening date.
- The System should track short-listed suppliers based on item categories to distribute Performa requests.
- The system should allow approving the Performa request.
- The system should block, if less than three Performa requests distributed to short-listed suppliers online unless approved.
- The system should allow short-listed suppliers get the request online and submit the response in sealed envelope with in the specific period physically.
- The system should verify whether the collected Performa opened at submission date or not.
- The system should identify if any stock out obtained from requested short-listed suppliers and track suppliers resist to submit on deadline & state stock out usually.
- The system should allow the requesting organ to evaluate technically and financially the Performa based on the purchase requests and technical requirements.
- The system should allow reviewing and giving approval of the Performa.
- The system should allow to effect payments, if advance payment is necessary.

- The system should have modifiable & standard template to issue Purchase Order, if necessary.

4. Proposal Outline

The proposals should include the following items and be organized in the manner specified below.

a) Letter of Transmittal

A letter of transmittal briefly outlining the consultant's understanding of the work and general information regarding the consultant and the people who are available to directly engage on the project. The letter should clearly identify the local address of the office of the consultant performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from consultant that this offer is binding and shall remain open for 90 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of ECDD.

b) Contents of the Proposal

The information to be contained in the proposal include organizational profile including overview of organization, certificate of registration, complete list of previous projects (relevant to the current task only, preferably with NGOs in a table format and letters issued by the past clients testifying to the work only are accepted). Background information about the Consultant should be limited to a **maximum of 2 pages** and focus should be on the offer being made.

c) Qualifications

Describe recent experience with implementing the above stated solutions for organizations of a similar size and/or industry to ECDD, preferably to NGOs, Letters attesting the work done by such organizations. Include

three client references, preferably organizations similar in size and industry to ECDD that should include actual name(s), current phone number(s), and email address.

d) Scope of Services and Proposed Project Schedule

Briefly describe the Consultant's understanding of the scope of services to be provided including the name/version of the product(s) proposed and estimated implementation schedule.

e) Fees and Compensation

Estimate all costs for the system, implementation, and servicing/support. Please make sure any of the following that are relevant and any other associated costs are clearly indicated and included in your proposal:

- Development/Customization costs:
- Annual Maintenance:
- Implementation costs:
- Training costs:
- Other costs:

Job Requirements

1. Requirements

The Contractor should have the following minimum qualifications and experience:

- Preferably 8 years, but not less than 5 years' experience in developing and implementing Information Systems similar to the ones listed under Section 2 above in organizations of a similar size and/or industry to ECDD, preferably to NGOs, Letters attesting the work done in such organizations should be attached. Include three client references, preferably organizations similar in size and industry to ECDD.

2. Selection Criteria

The Technical and Financial Proposals will account for 70% and 30% respectively of the selection criteria, broken down as follows:

Criteria	Score
Budget	30%
Technical proposal:	
Experience related to the task	20%
Qualifications of team member(s)	20%
Software and Service Technical Requirements Compliance	30%
Total	100%

3. Schedule of Payment

- First Installment of 25% of Contract amount upon signing the Contract
- Second Installment of 20% of Contract amount upon submission of the first version of the systems
- Third Installment of 30% of Contract amount upon submission and acceptance of well tested and validated Software together with the full source code, the user manual, the technical documentation as well as installation and configuration manual.
- After the ECDD employees have completed the training, a final payment of 25% will be made.

Taxes will be deducted and paid by ECDD according to government rules.