



THE BIBLE SOCIETY OF UGANDA

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21st August 2024

Subject: Request for Proposal (RFP) for Provision of an ERP System

Introduction

The Bible Society of Uganda (BSU) is seeking proposals from qualified vendors to develop, implement, and support an Enterprise Resource Planning (ERP) system. This system aims to integrate various business processes, centralize data storage, and enhance operational efficiency.

Company Background

The Bible Society of Uganda is a Christian Non-Governmental Organization, which serves churches and the general public by making the Holy Scriptures available in languages that people understand best. We work with churches to help engage meaningfully with the Scriptures. We are part of a global movement- United Bible Societies- serving churches of all denominations in over 145 Countries.

Objectives

The primary objective of this RFP is to solicit proposals from vendors with the expertise, experience, and ability to provide a comprehensive ERP system. The ERP system should:

1. Integrate all key business processes.
2. Enhance data visibility and reporting across departments.
3. Improve operational efficiency and decision-making.
4. Support scalability and future business growth.

Scope of Work

The selected vendor will be required to:

1. **Provide an ERP System:** Supply a comprehensive ERP system that meets the functional and technical requirements outlined in this RFP.
2. **Implement the system:** Provide a detailed implementation plan, including timelines, resource allocation, and key milestones.
3. **Customise the ERP System:** Customize the ERP system to meet specific needs and integrate with existing systems where necessary.
4. **Provide training:** Provide training for end-users and technical staff to ensure smooth adoption and effective use of the ERP system.
5. **Offer Support and maintenance:** Offer ongoing technical support, updates, and maintenance for the ERP system.

Technical Requirements

1. **Modular Design:** The ERP system should have a modular architecture to allow for easy customization and scalability.
2. **Cloud Compatibility:** The proposed system should have cloud enabled solutions.
3. **Integration Capabilities:** Ability to integrate with existing systems and third-party applications.
4. **Data Security:** Robust security measures to protect sensitive data, including encryption and access controls.
5. **Automated Data Backup:** The proposed system should have an automated backup solution.
6. **End of year postings:** The system should be able to deal with End of Year postings and previous year adjustments.
7. **Document Management:** System should be able to handle attachments library with capacity to amend a document with full audit.
8. **Enhanced Security:** The system should be Two-Factor Authentication (2FA) ready
9. **Branch Reporting:** BSU needs to report activity by Branch. We have 5 Branches.

Proposal Submission Requirements

Interested vendors are requested to submit proposals that include the following:

1. **Company Profile:** Overview of the vendor's company, including history, expertise, and previous experience with similar projects.
2. **Proposed ERP Solution:** Detailed description of the ERP system, including features, modules, customization options, and technical specifications.
3. **Implementation Plan:** A comprehensive implementation plan outlining the approach, timeline, resources, and key milestones.
4. **Cost Proposal:** Detailed breakdown of all costs, including software licensing, implementation, customization, training, and ongoing support.
5. **References:** Contact information for at least three references from similar projects.
6. **Support and Maintenance:** Details on the proposed support and maintenance services, including response times and service levels.

Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Compliance with Requirements:** Extent to which the proposal meets the functional and technical requirements outlined in the RFP.
2. **Vendor Experience:** Vendor's experience and track record with similar implementations.
3. **Implementation Approach:** Quality and feasibility of the proposed implementation plan.
4. **Cost:** Total cost of ownership, including initial setup and ongoing support.
5. **References:** Feedback from provided references regarding the vendor's performance and the success of similar projects.

Submission Process

This RFP document is an integral of a consolidated BSU's ERP requirements document which contains the functional requirements and will be shared upon fulfilment of the submission criteria by a prospective vendor.

Submission criteria

Prospective vendors are required to deposit a non-refundable fee of Two Hundred Thousand Ugandan Shillings (UGX 200,000) into the account number provided below to express interest in providing this service. Upon confirmation of payment, the functional document will be made available to the vendor.

Bank Details

Bank Name: Stanbic Bank

Account Name: The Bible Society of Uganda

UGX Account Number: 9030005660636

Deadline

Proposals must be submitted by **Friday, 6th September 2024, 4pm** to info@biblesociety-uganda.org Late submissions will not be considered.

Contact Information

For any inquiries or further information regarding this RFP, please contact:

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Confidentiality

All information provided by vendors in response to this RFP will be treated as confidential and will only be used for the purpose of evaluating proposals. We look forward to receiving your proposals.