

# **MALDIVE GAS PRIVATE LIMITED**



## **Business Requirements Study for Microsoft Dynamics**

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Terms of Reference

Information and Communications Technology (ICT) Department

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## **Business Requirements Study for Microsoft Dynamics**

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## **1. Introduction**

Maldivian Gas Pvt. Ltd. (hereafter called as MGPL) is a company registered in Maldives under the Companies Act of Maldives in 1999. MGPL invites proposals to be submitted by tax registered software houses/companies/firm (hereafter maybe referred as bidders/Offerors) fulfilling the criteria mentioned in this document for conducting a Business Requirements Study (hereafter called BRS) for an ERP solution based on Microsoft Dynamics. Please ensure that all bids comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.

## **2. Overview**

MGPL is currently using QuickBooks by intuit for its financial activities and invites bidders to submit their proposal for conducting a business requirements study for an ERP solution, based on Microsoft Dynamics, within the organization. We also require the study to cover all major functions of the organization and carry out the work as defined in the scope.

The awarded bidder must conduct the necessary interviews/studies to determine the business functions and match features in their proposed solution.

The goal of this work is to provide a well-researched recommendation of the best fit for Microsoft Dynamics solution for the organization.

A party will be selected based on the evaluation criteria outlined in this document.

## **3. Conditions for Eligibility**

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of BRS for implementing Microsoft Dynamics based ERP;

- Be a certified partner of the Proposed ERP Solutions Vendor (eg. Gold, Silver, Member) and a valid certificate to that effect should also be annexed with the bidding documents.
- Minimum experience of 3 years in Proposed ERP Solution Implementation (copies of contract or work order by clients or delivery receipts) should be furnished.
- Proven track record of implementing Proposed ERP Solutions to minimum 3 clients. (copies of contract or work order by clients)
- Should have dedicated support department giving support to minimum 3 clients of Proposed Solution (List of support team)
- Evidence of company's registration / incorporation (Copy required)
- Income Tax / GST registration (Copy required)

#### **4. Scope of Job**

When suggesting ERP solution, we require below mentioned requirements to be fulfilled. Awarded bidder is required to submit a detailed study and recommendation based on the requirements described in this section as well as information gathered from on-site observations.

The proposal must consist of below list of activities:

- 1 Study of all existing financial operations and systems including POS function.
- 2 Study of existing procurement functions.
- 3 Features compatibility with proposed solution.

##### **4.1 General Requirements**

- 1 The system must be desktop and web-enabled (For remote locations).
- 2 The software can be centrally maintained and administered.
- 3 Integrated Business Intelligence tool.
- 4 Development of complete and detailed documentation of the existing system.

##### **4.2 Minimum Requirements**

Existing system has some limitations and it must be overcome when suggesting an ERP Solution.

Following are the features that proposed ERP must have:

- Fast in performance
- 3rd Party applications Integration must be possible (via APIs).
- Large number of user creations.
- Complete set of financial statements (Balance Sheet, income & Expenditure Statement, Cash flow Statement).
- Segments reporting with separate bookkeeping options for each segment for effectively managing affairs of each project.
- Budget vs. actual variance analysis reports, including the option to incorporate annual budgeted amounts in system and option to incorporate revised budget amounts.
- Fixed Assets Register and Depreciation Schedule, Asset Maintenance
- Accounts Payable module.
- Calculations of withholding tax, income tax, vendor sales tax, employee's income tax against salary.
- Cheque printing facility.
- Data Import and export facility.

- Level Wise reporting (At least 10 level reporting).
- Cheque wise detail of payments.
- Monthly reporting.
- Built-in Excel reporter.
- Document Tracking.
- Closing of financial year.
- Bank Reconciliation statements.
- Allocation of administrative expenditures, on different projects.
- Payment and Delivery schedules along with Milestones mapped in the System.
- Procurement Module. (Work Order, Procurement Plans, Procurement Progress, Procurement Processes according to company policy)
- Human Resource Management Software (Must support the integration with ERP Solution including payroll).
- All modules Add-ons or software within ERP must be genuinely Microsoft products.

### **4.3 Finance operations**

- 1 Accounts Receivable (AR)
  - a) AR Invoice
  - b) AR Credit Memo
  - c) AR Debit Memo
  - d) Various reports on AR, including customer ledger, customer statement and detailed aging reports
  
- 2 Accounts Payable (AP)
  - a) AP Invoice
  - b) AP Credit Memo
  - c) AP Debit Memo
  - d) Various reports on AP, including vendor ledger, vendor statement and detailed aging reports
  
- 3 Sales Posting
  
- 4 Cash Management
  - a) Invoice Receipting
  - b) Cash Receipting
  - c) Bank reconciliation
  - d) Various reports related to CM

- 5 Fixed Asset Management
  - a) Fixed Asset Register (capture asset tags, locations, and other such data)
  - b) Fixed Asset purchases (cash, credit, cheque, journal)
  - c) Fixed Asset Revaluation
  - d) Fixed Asset Disposal
  - e) Fixed Asset Upkeep and repair
  - f) Existing Fixed Asset Posting
  - g) Depreciation (straight line or reducing balance)
  - h) Depreciation Journal (manual posting for adjustments if required)
  - i) Fixed Asser related reports
  
- 6 GL Module
  - a) General Journal
  - b) Budgeting Module with ability to delegate budget control to responsible managers
  - c) Quick Write Up
  - d) Working Trial Balance
  - e) Recurring/Reversing GL posting
  - f) Various GL reports including GL listing/transaction listing and drill downs
  - g) Ability to generate control accounts reports
  - h) Audit trail reports
  
- 7 Admin
  - a) Set document numbering
  - b) Define fiscal period
  - c) Lock/Unlock fiscal period
  - d) Lock/Unlock transactions
  - e) Define company related information
  - f) user setup (including ability to define module and function level access control)
  - g) User access control (approval of user actions, eg: journal approval)
  - h) Report Design and customization
  
- 8 Setup Module
  - a) Multi-currency set up
  - b) Depreciation set up
  - c) Define analysis codes/Warehouse/Geographic area/UoM
  - d) Create and manage customers/vendors and employees
  - e) Define credit term and finance charge
  - f) Tax set up
  - g) charts of accounts set up

#### **4.4 Procurement operations**

- 1 Support for quotation/tender/direct purchases methods
- 2 Approval stages as per Company's purchases policy
- 3 Budget verification before purchases approval
- 4 Posting purchases documents to finance module
- 5 supporting functions to purchasing such as raising Goods Received Notes
- 6 Various relevant reports

#### **5. Project Deliverables**

- 1 Detailed documentation and recommendation required to implement Microsoft Dynamics, ERP Solution.
- 2 Presentation of BRS to Management/Board Directors (if required).

#### **6. Delivery Timeline**

The project is expected to be completed and signed off by the awarded bidder ***within 35 days of contract signing date***. proposals with delivery period exceeding mentioned duration will be disqualified. Working days are from Sunday to Thursday. If delivery deadline falls on a working day, the latest delivery time should be 15:00hrs. Otherwise, if it falls on a public holiday then it will be extended to the next working day 15:00hrs without any penalty.

## 7. Proposal Details

### 7.1. Schedule of Events

| <b>Event</b>                      | <b>Duration</b> |
|-----------------------------------|-----------------|
| Request for proposals             | <b>7 Days</b>   |
| Submission of proposals           | <b>7 Days</b>   |
| Evaluation\Selection of proposals | <b>14 Days</b>  |
| Project awarding                  | <b>2 Days</b>   |
| Contract signing                  | <b>14 Days</b>  |

The selection date is subject to the extension at the discretion of MGPL. The effective date of the Contract is tentative; it is dependent on the selection date, the length of time required for Contract negotiation and the length of time for processing the Contract.

#### **All proposals must be addressed to:**

Maldiv Gas Private Limited  
#02-21 S.T.O Trade Centre, 2nd Floor  
Orchid Magu  
Male'  
Maldives

Contact person for any clarification or additional Information is:

Mr. Abdulla Ashraf  
Chief Technology Officer (CTO), ICT  
Email: [ashraf@maldivegas.com](mailto:ashraf@maldivegas.com)

Or

Mr. Mohamed Fauzee  
Manager, Procurement  
Email: [fauzee@maldivegas.com](mailto:fauzee@maldivegas.com)



## **7.2. Submission of Proposals**

Proposals must be in the format specified in section 10 and must be signed by the Offeror, showing clear pricing (inclusive of any expense that may occur like travelling, accommodation, consultancy or any other fees), Work plan, Task timelines and all documents mentioned in section 3 (Conditions for Eligibility).

## **7.3. Evaluation of Proposals and Selection**

Proposals will be evaluated by MGPL using the criteria listed in section 13 below. During the evaluation process, MGPL may seek clarification from Offerors, but shall NOT negotiate with Offerors. The party/individual selected to perform the work and those are not selected will be notified in writing by MGPL. Selection does NOT constitute an obligation to contract with the successful Offeror.

## **8. Amendments to TOR**

If there are any amendments to this TOR, they shall be in writing and shall be mailed to all parties / individuals who received the TOR. Amendments shall be distributed with sufficient time to allow Offerors to consider the amendments in preparing their proposals. If necessary, the deadline for submission of proposals shall be extended by the amendment.

The written acknowledgment form mailed with the amendment shall be completed by the Offeror and submitted with the proposal as evidence of receipt of the amendment.

## **9. Cancellation of TOR / Rejection of Proposals**

MGPL reserves the right to cancel this TOR at any time and for any reason.

Any and all proposals may be rejected in whole or in part when it is in the interest of MGPL to do so. MGPL shall not be responsible for the payment of any costs incurred by the Offeror in the preparation or submission of the proposal.

The issuance of this TOR, the receipt of proposals or the selection of an individual or party in no manner obligates MGPL to the eventual purchase of services. This process is solely at the discretion of MGPL and may be terminated without penalty or obligation at any time prior to the signing of a written contract.

## **10. Proposal Format**

Offerors shall include the following information in their proposals:

### **10.1. Letter of Transmittal**

Include at least the following information:

- The name, address and telephone number of the Offeror;
- The name and telephone number of primary contact for the Offeror;
- The signature of the Offeror;
- The date of the proposal;
- A statement that the Offeror, if awarded the Contract, will comply with the Contract terms and conditions set forth in this TOR; and
- A statement that the Offeror's proposal is valid for thirty (90) days after the deadline for submission of proposals.

## **11. Payment Terms**

Awarded Vendor may request up to a maximum of 30% of proposed value as an advance payment. MGPL may ask vendor to produce a valid payment security which is valid for the duration of whole project + 14 days, in order to honor advance payment request.

## **12. Penalties**

Failure to deliver the service/product (after awarding) within set deadline will result in the following penalties:

- 1% of total price awarded will be deducted per day starting on the date after set deadline date up to a total of 15%.
- If bid cancelled due to non-delivery, vendor may be disqualified from future contracts and purchases for a period of time set by the tender committee.
- Vendor may apply for an extension of delivery date in writing, stating the reasons for extension, and MGPL will respond to the request in writing as well. However, extended deadlines are still subjected to price deduction but exempt from bid-cancellation.

### 13. BID Evaluation Criteria

#### 13.1. Price 40%:

The points will be given using benchmark marking criteria where lowest proposed price will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times 40\%$$

#### 13.2. Experience 60%:

The firm must submit a portfolio of work done by the firm accompanied by references about the satisfactory delivery of finished projects from clients and provide copies of contract or work order by clients.

Points for experience will be given as follows

- **35% for previous successful projects**
  - 1- 3 projects = 10 points
  - 4- 5 projects = 25 points
  - 6 or more = 35 points
- **20% for methodology and work plan**
  - Proposal, sufficient details and justifications
  - Team competency
  - Project plan with clearly defined timeline.
- **5% Partner Level**
  - Gold = 5 points
  - Silver = 2 points
  - Member = 1 points

The BID evaluation committee will review the documents submitted and award marks based on the best offer. Marks will be allocated using the matrix below.

| #            | Focus Area                         | Weightage | Evaluator 1 | Evaluator 2 | Evaluator 3 | Average | Notes |
|--------------|------------------------------------|-----------|-------------|-------------|-------------|---------|-------|
| 1            | Price                              | 40        |             |             |             |         |       |
| 2            | Successful projects                | 35        |             |             |             |         |       |
| 3            | Methodology / Work plan / Schedule | 20        |             |             |             |         |       |
| 4            | Partner Level                      | 5         |             |             |             |         |       |
| <b>Total</b> |                                    |           |             |             |             |         |       |