



Road Maintenance Fund Administration
Maritime House
Government Wharf
Freetown
Sierra Leone

INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING (NCB)

Procurement Number: **RMFA/IT/NCB/RFP/2021/01**

Date of Issue: 16th July, 2021.

1. The Road Maintenance Fund Administration (RMFA) has allocated funds from its annual budget, and intends to spend part of this fund towards eligible payment under the contract for the Micro-Soft Dynamics 2013 Migration to Micro-Soft Dynamic 365 Business Central
2. The Road Maintenance Fund Administration (RMFA) invites sealed Bids from eligible bidders who can demonstrate technical and financial capabilities to supply and perform the following services as per the following:

The Client will provide the following inputs:

Objectives of Assignment

- To ensure Dynamics GP is migrated to Dynamics GP Business Central for a total number 15 con-current user.
- To ensure implementation of all Dynamics 365 BC modules and ensure these modules integrates seamlessly with other module including general ledger.
- Extend the functionality of Dynamics 365 BC to accommodate RMFA's Planning, Programming, Monitoring & Evaluation (PPME) functions
- To ensure the new system is designed to address the current business requirements of RMFA as stated in the detail Terms of Reference.

- To train and support on the use of new Dynamics system for RMFA

Scope of the Assignment

The consultant will be expected to carry out an analysis to review the new financial and administrative needs and;

- Carry out an assessment of the existing accounting system and its platform to ensure it still addresses the needs of RMFA.
- Re-design Dynamics GP or implement the new system to reflect current business processes of RMFA
- Implement additional modules (HR & Payroll, Fixed Assets Management, Inventory, Planning, Programming, Monitoring & Evaluation, and Business Intelligence for RMFA
- Supply, install, configure, test, and maintain the migrate Dynamics GP to Business Central and ensure that all extended functionalities specified in the requirements documents are working as required by RMFA and are all integrated.
- To train or re-train all categories of users including Technical and Functional on the new system.
- Specify and supply all third-party software required for the migration
- Bidders are required to provide implementation plan including major activities with deliverables and timelines.
- Bidders are expected to complete this assignment within **Five (5)** months upon signing of contract

Firm's Profile

Interested firms must provide information on their capability and the ability of their team to address the needs highlighted above. In addition, the following criteria should be met:

- The firm must be a Microsoft Business Solutions Partner with an up-to-date Service Provider Agreement (SPA) with Microsoft
- Demonstrated experience in the design and implementation of financial management system(s), preferably Microsoft Dynamics products or similar
- The vendor or its team members must have implemented and supported Dynamics products for a minimum of One year. Evidence must be provided by reference letter or certificate of completion.

- The consultant must have the capacity to provide support to RMFA 24/7
- Demonstrated experience in developing applications functionalities that integrates with GP's core financial module
- Knowledge and understanding of government public financial management including familiarity with budgeting, accounting, reporting in MDA's
- Firm must have implemented and supported any Dynamics product for at least One (1) public sector organizations
- Excellent communication skills and ability to write in English
- The firm should be able to provide functional modules and specification as detailed in the table below

Functional Modules & Specification

Spec No	Requirements	
1	Migrate current Dynamics GP to the latest version of Dynamics 365 Business Central on-premises	
2	FINANCIAL MANAGEMENT	
3	SUPPLY CHAIN MANAGEMENT	
4	HUMAN RESOURCE MANAGEMENT & PAYROLL	
5	PPM&E Requirements:	
6	ANALYSIS REPORTS	

3. Bidding is open to all Service Providers who can demonstrate Technical and Financial capability to Provide the required services
4. Bidding will be conducted through National Competitive Bidding (NCB) procedure specified in the Public Procurement act 2016 and the Regulation 2020.

5. Bidders shall bid for all services. Contracts would **only** be awarded to bidder(s) bidding for all listed services. Only one Bid Security of the above amount is required.
6. Interested bidders may obtain further information and inspect of the bidding document at the address below between **10:00 am to 4:00 pm from Mondays to Fridays**.
7. Interested Bidders can pay for the Bid document for a non-refundable fee of Le 500,000 Into NPPA Revenue account from sales of Bidding Documents Account Number 0111003981 at the Central Bank of Sierra Leone, 21011325301 Union Trust Bank, 00300108179112183 Sierra Leone Commercial Bank, 02011012428 Rokel Commercial Bank and issue the payment slip to obtain the Bid document at RMFA office 3rd & 4th Floor Maritime House

Both Technical and financial Bids must be delivered to the address below on or before 18th August, 2021.

All bids must be accompanied by:

- A valid Business registration certificate**
 - Bid Security of Eight Million Leones (8,000,000) from a reputable Commercial Bank;**
 - A valid tax clearance certificate;**
 - A valid NASSIT clearance certificate;**
 - A signed Integrity Pact; [see attached]**
- Experience in similar work from reputable institution
Business Profile**
8. Technical Bids will be opened on the 18th August, and Financial Bids will be Open on the 20th August, **2021 at 11:05 a.m.** in the presence of bidders or their representatives and those who chose to attend, at the **Board Room of the Road Maintenance Fund Administration, 3rd Floor Maritime House, Government Wharf, Freetown.** Late bids will be rejected and returned unopened to bidders.
 9. Bids must be delivered to the address below on or before **11:00 a.m. on the 18th August, 2021 to:**

**The Administration and Corporate Services
Road Maintenance Fund Administration
3rd & 4th Floor
Maritime House
Government Wharf
Freetown**