

Request for Proposal (RFP)

Procurement of ERP System for Financial Solutions



Contents

1.	Introduction	3
2.	Purpose of this document	3
3.	Background	3
4.	Existing System.....	4
5.	Requirements.....	5
5.1	Financial Reporting.....	5
5.2	GL Module:.....	5
5.3	Fixed Assets	6
5.4	Accounts Payable	6
5.5	Procure to Pay	6
5.6	Advances	7
6.	Training	7
7.	Proposal	7
8.	Selection Criteria	8
9.	Evaluation Criteria	8
10.	General Terms and Conditions	8
11.	Contact Details	8
12.	User Manuals	9
13.	Implementation plan	9

1. Introduction

FINCA Pakistan (FINCA) traces its roots back to 2008 when it started its journey as Kashf Microfinance Bank. The Bank became a part of the global FINCA family in 2013, whereby it joined 20 other affiliated host-country institutions (affiliates) of FINCA International in Africa, the Caribbean, Eurasia, Latin America, the Middle East, and South Asia.

Currently, FINCA Pakistan is providing responsible financial services, such as small loans or savings accounts to more than 900,000 clients, through a branch network of 130 branches across 120+ cities in Pakistan.

2. Purpose of this document

Proposals are invited from ERP Implementation Consultants for implementing of the Budgeting, Financial reporting and Procure to pay.

3. Background

FINCA's Management believes that the acquisition of well-integrated financial solutions will pave the way for achieving growth and sustainability. Therefore, we plan to implement the automation of Procurement, Payables, Treasury, and Fixed Assets Management etc., to ensure accuracy and efficiency.

FINCA's Central Finance and Accounts (CFA) department is currently performing the majority of its operations manually. The Bank is using the Core Banking System (CBS) for its branch banking operations. All transactions generated by the banking operations are posted in General Ledger, an integrated facility available in the CBS, whereas all other functions are being carried out manually.

The department is responsible for the following:

- a) Accounts payable
- b) Budgeting/ Forecasting
- c) Tax calculations
- d) Treasury Backend Operations
- e) Fixed assets managements

4. Existing System

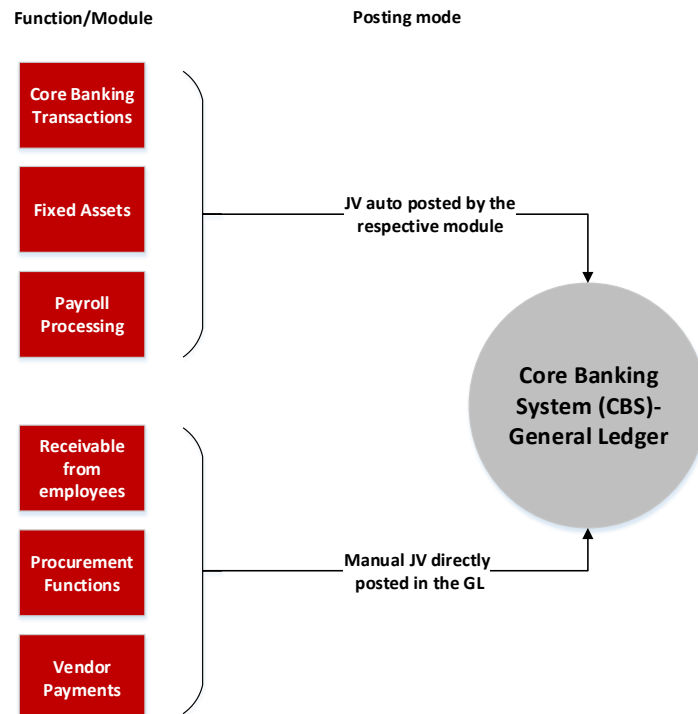
Currently, FINCA is using the following modules:

Module	Function	Integration Required	Department
Core Banking System (CBS)	Branch operations for loans and deposits	Yes	Branch Operations
AutoAssets	Fixed asset module for booking/disposal/write-off of assets	Not Required. <i>To be replaced by new system</i>	CFA
ADAMS	Sale, purchase, and revaluation of the investments	Yes	Treasury
HRMS	Payroll processing	Yes	CFA/HR

CBS does not offer any module for the handling of procurement, payables, vendor management, tax computations, and budgeting. All tasks related to the aforementioned modules are being carried out manually. All transactions related Core Banking Operations, AutoAssets, and HRMS Module are posted in the GL automatically. In contrast, all other functions, like vendor payments, tax computations, procurement, prepayments, and advances to employees, are posted directly in the GL manually through a batch file.

The following chart further explains the whole process:

Modes of data input in Core Banking System (CBS)



5. Requirements

Below is a summary of the high-level requirements of various departments of FINCA related to the implementation.

5.1 Financial Reporting

This area covers the financial and regulatory reporting requirements of the Bank.

The Bank intends to use this as its main tool/system for financial reporting. New system will be integrated with the Core Banking System (CBS) and other applications, as mentioned in section 5.

Key requirements:

- Trial Balance (Consolidated and Branch wise)
- Financial Statements along with all disclosures
- Currency and type of advances
- Average Balances

5.2 GL Module:

- Multi-level Chart of Accounts
- Centralization of GL
- Drill down facility

- d. Journal Entries
- e. Customizable reporting
- f. Withholding tax Calculations/deduction and reporting
- g. Unlimited Voucher Types
- h. Control of Account Periods
- i. Multi-currency transactions
- j. Budgeting
- k. Trial balance
- l. Financial Statements Generator
- m. Flexible Excel Interface for user-defined reports

5.3 Fixed Assets

- a. Assets Register/ categories management
- b. Asset Bulk Upload
- c. Assets History
- d. Financial & Taxation Depreciation
- e. Multiple Asset books
- f. Track on leased/non-depreciable assets
- g. Transfers
- h. Disposal
- i. Revaluation
- j. Reclassification

5.4 Accounts Payable

- a. Net or gross accounting method
- b. Bulk Invoice Payments
- c. Payable to GL reconciliation
- d. Vendor Invoice Management
- e. Automatic generating recurring invoices
- f. Transactions posted in summary or detail
- g. Automatic check for duplicate invoices
- h. Complete Payment History
- i. Inventory Management
- j. Advance Payment Management
- k. Disbursement / Check Processing
- l. Aged Trial Balances

5.5 Procure to Pay

To move toward the paperless environment and to ease the process as per procurement policy setup by the bank so that all stakeholders must have the right items timely and within budget. Currently, the procurement of the Bank includes general administrative procurement, Capex, IT procurement, and stationery procurement.

Bank requires scalable procurement module which have a capacity to be integrated with bank existing core banking application. Require procurement module, as per the

policy and SOP set by the bank.

- a. Allow all departments to log in to a portal via their user ID with limited access to raise purchase requisition and track their query.
- b. Ability to check if there is already existing contract for particular request.
- c. Allow procurement department to log in to a portal via their user ID with full privilege access to view all the procurement contents in a dashboard.
- d. Ability to track approval history.
- e. Ability to track purchase requisition and create comparative statements.
- f. Automate electronic purchase-order transmission
- g. Provide access to list of approved vendors.
- h. Allow to create reports based on selected criteria i.e. show daily, monthly and yearly report for open and close queries.
- i. Will give privilege access to authorized members to approve and give comments on the cases.
- j. Procurement dashboard to be included in the system are as follow:
 - Requisition management
 - Contract management
 - Approved vendor list with categorization
 - Purchase order management
 - TAT monitoring and sending alerts to approver as follow-ups.

5.6 Advances

- a. Advances to employees for traveling
- b. Prepayments
- c. Advances to suppliers and contractors

6. Training

A user-level training, explaining the functionality and day to day usage of the application must be carried out for the end-users of all the modules. A technical level training of the IT staff must be carried out for the smooth functioning of the applications after the implementation of the project.

7. Proposal

Interested firms may send the proposals within 3 weeks from the date of advertisement publishing.

The firms are required to include the following information in their proposal, as a minimum:

- Experience of undertaking similar projects for multinationals/banks or large local organizations including the contact details.
- Detailed methodology to be adapted
- Profile of the key members to be involved in the project and their exposure

- Project cost including all applicable taxes. Cost must be in PKR.
- Project timeline
- Deliverables
- No extension shall be granted

8. Selection Criteria

Firm for the captioned assignments shall be selected based on the following criteria;

- Have prior experience of working on similar projects of multinationals or large local organizations.
- Be a member Pakistan Software Houses Association (PASHA) or Pakistan Software Export Board (PSEB) or leading international software development and implementation company in financial sector.
- Not blacklisted by reputable multinationals or large local organization on basis of non-performance

9. Evaluation Criteria

- Be a member Pakistan Software Houses Association (PASHA) or Pakistan Software Export Board (PSEB) or leading international software development and implementation company in financial sector.
- Qualification & experience of personnel that will be deployed on this project
- Number of similar assignments recently completed for large Organizations / multinationals

10. General Terms and Conditions

- All documents and reports submitted by the firms shall be the property of FINCA.
- The firm shall not re-assign the work to any other firm/entity.
- All costs related to assignments preparation and submission will be borne by the firm.
- Name any three customers with contact details for reference checks of the proposed solution
- The firm will be required to sign a confidentiality (Non-disclosure) agreement before the contract is awarded.
- FINCA Pakistan reserves the right to (a) reject or accept any quotation from any party, (b) not respond to a request made by any party. The proposal submitted shall not be construed as or intended to be an offer.
- The vendor will be responsible for all regulatory approvals (i.e. SBP) in case of any legal implication arising out of the implementation of the solution;
- A separate implementation agreement will be signed between FINCA Bank and selected partner upon confirmation;
- Name any three customers with contact details for reference checks of the proposed solution;
- Post-implementation (partner support as and when required) for at least 6 months with no additional cost;

11. Contact Details

Mohsin Jamil Ahmad
Administration and Procurement
Department
FINCA HOUSE, 36B-XX, DHA, PHASE 3,
LAHORE

For queries please coordinate on
following Emails ID:

mohsin.jamil@finca.org.pk

gohar.shahzad@finca.org.pk

waqas.ahmed1@finca.org.pk

12. User Manuals

A detailed user-level manual covering each and every module individually should be provided. It should be detailed, covering every aspect of effectively and efficiently using the modules.

13. Implementation plan

The technical proposal should include the implementation plan, including deliverables for each milestone, such as IS documentation, Functional Design Documentation, Implementation, Deployment, User Acceptance, and Sign Off for the project.