



REQUEST FOR PROPOSAL

AUTOMATED PROCUREMENT SYSTEM

1. INTRODUCTION

Musika's operations are national in scope and stretch across the agricultural industry, working primarily with those corporate entities in the sector that are committed to engaging the rural poor as their clients, suppliers and consumers. Musika provides its corporate clients with high quality, commercially focused technical advice and business support to catalyse and strengthen mutually beneficial commercial relationships between the corporate and smallholder markets. Musika focuses on supporting the development of commercial relationships in which there is some form of 'value addition' to the transaction that give not only the opportunity but also the technical knowledge and confidence to smallholder farmers to invest in and improve their farming businesses.

Musika's investment decision-making process is guided by the principle of 'return on investment'; the return being in terms of co-investment by the client (leverage), scale (reaching large numbers of farmers), commercial viability and sustainability, and finally the potential 'added value' to the smallholder farming sector.

Musika's approach to reducing poverty and creating wealth in rural Zambia involves stimulating the development of a supportive market environment that provides long term and sustainable opportunities for farmers to invest in their own production and to use the markets to graduate out of poverty.

2. OBJECTIVE

For procuring capital assets/services, Musika has put in place a procurement process which is at present manual. In order to bring in efficiencies and establish more transparency in the procurement process, Musika intends to move from its current (manual) procurement system to

a robust Automated Procurement System (online e-Procurement), in a phased manner, by seeking the services of an Automated Procurement System service provider.

The purpose of this RFP is to inform potential bidders of our requirements specifications of the Automated Procurement System, and thereby solicit proposals on the asked deployment. Based upon the review and evaluation of proposals offered in response to this RFP, Musika may at its discretion negotiate and enter contracts with the successful bidder.

Cost of the proposed system will be a consideration but will not be the sole factor in Musika's decision to award a contract. Musika reserves the right to accept or reject any bids from a specific or multiple bidders for any reason at any time. Musika also reserves the right at its sole discretion to select or reject any bidder in this process and will not be responsible for any direct or indirect costs incurred by the bidders in this process.

Through this RFP, Musika proposes to engage a vendor, that is a successful bidder who shall design and implement an Automated Procurement System for conducting online procurement activities.

3. BROAD REQUIREMENT

Sealed tenders are invited for Automated Procurement System Solution for Musika. Bidders are expected to carefully examine all instructions, the RFP document, the terms and specifications stated in this RFP, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, the bidders are requested to seek necessary clarifications by sending an e-mail to jobs@musika.org.zm

4. SCOPE OF WORK

4.1. GENERAL REQUIREMENTS SPECIFICATIONS

4.1.1. Under this RFP, the major work would be to provide a web-based solution for Automated Procurement System solution which covers features like registration of suppliers, registration of vendors, e-tendering, reverse auction and forward auction etc.

4.1.2. The system should provide online advertisement of tender, vendor registration through user id/password procedure and proper authentication with Digital Signature, downloading of RFP/tender documents by vendor, submission of bids online, request for quotations through the system, submission of quotations through the system, technical evaluation of bids, based on various parameters, reverse auction and award of contract.

- 4.1.3. The system shall cover the full life cycle of purchasing with the ability to generate purchase requisitions, BID comparisons, local purchase orders within the system, and approvals /rejections must be done within the system.
- 4.1.4. The system should provide for various standard MIS reports as well as customized reports as per Musika's demand. The system should have the ability to export reports in various formats pdf, csv, xml etc.
- 4.1.5. During the period of the contract, the selected bidder may be required to carry out additional customization in existing module of the software to meet the requirement of Musika which may arise out of changes for regulatory compliance without any additional cost.
- 4.1.6. Musika may opt to start with one or few modules but reserves the right to utilize all modules at a later stage at the price quoted in the commercial bid without any additional cost.
- 4.1.7. Musika's data shall be encrypted and stored in secured format.
- 4.1.8. The selected bidder shall provide training to administrators and users of the system.

4.2. DETAILED REQUIREMENTS SPECIFICATIONS

The Automated Procurement System shall have the following features:

- It should be a single domain solution with all modules accessible within domain name
- Creation of user-ids for various Musika users
- Ability for the system to accommodate secure online payments for use cases like vendor /supplier registration, payments during tenders.
- Creation of purchase requisition.
- Creation of orders
- Ability for procurement personnel to undertake bid comparisons within the system
- Ability to track requisitions within the system
- Ability for signatories to reject /approve procurements within the system
- Creation of notice inviting tender (NIT) and tender documents online.
- Cancel/Re-invite Tender.
- Creation of bidding formats.
- Approve tender online.
- Online upload facility for tender document and annexures.
- Centralized registration of vendors/bidders/contractors/ suppliers of goods and services, authenticated with unique username and password

- Submission of bids online.
- Display of the lowest bid at a particular time to all participated bidders on their screens. In case of reverse auction, online bid changes should be visible at Musika's end.
- Provision of various and customized MIS reports.
- Provision for adding multiple items / supporting documentation for bidding depending on the project.
- Ability for bidders to log in to the system online and submit their bid/s.
- Restricting the bidder from seeing another participant's bid. The status of bidders' participation in the tender process should be visible to Musika only. However, the Technical and Price bid/Commercial bid should not be visible to anyone till the opening of the respective bid.
- Online technical evaluation by considering all technical parameters and eligibility conditions mentioned in the tender documents.
- Finalization of the lowest Price bid/Commercial bid amongst all the bidders who have qualified the eligibility criteria and technical criteria, through online opening and evaluation.
- Publishing tender results.
- Award of contract.
- Issue of Purchase Order.
- Availability of the system 24 x 7.
- Detailed end-to-end audit trail
- Capability of reverse & forward auctions
- The solution should be ready for e-payment integration with other accounting packages like Sage Evolution

Submission of Application

Bidders must submit via email copies of their proposals solely to jobs@musika.org.zm. Any questions and /or clarification relating to the content of this RFP during proposal preparation should be addressed to the same email stated above. **Closing date:** 7th February 2023 at 17:00 hours.

The Procurement Officer,
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No. 1, Pandit Nehru Road, Longacres,
LUSAKA.