



INVITATION FOR BIDS

SUPPLY, INSTALLATION, TRAINING AND COMMISSIONING OF ACCOUNTING SOFTWARE

The Christian Health Association of Malawi (CHAM) is an ecumenical association of Church-owned health facilities in Malawi. CHAM is the second largest provider of health services in Malawi, with member health facilities in rural areas and the CHAM Secretariat is the central coordination unit of the Association.

In a bid to strengthen its Financial Management System, CHAM seeks to procure a robust accounting package in order to meet its diverse information needs on performance of specific program areas and Key Performance Indicators. CHAM is therefore inviting submissions for and quotations for the Supply, Installation, Training and Commissioning of an accounting software that conforms to the following requirements:

1. The system Overview

- Should have General Ledger, Creditors and Debtors ledgers, Fixed Asset Register and Procurement / purchasing component
- Ability to manage grants and multiple projects with parallel funding in multiple currencies
- Clear segregation of functions to enhance control environment in order to work according to CHAM's structures and operations by limiting user permissions with detailed audit trail
- Easy customization of statements, forms, reports, screens, help systems and other program facets
- Software built-in security features compatibility with modern safeguards (such as anti-malware technology and network firewalls)
- Ability to restrict duplication of reference numbers and option of freezing and unfreezing account and analysis codes during data capture
- Ability to schedule data back up and preserve data security and integrity

2. System Specifications

At a minimum the system shall satisfy the following:

Reporting and analysis

- Ability to trade in any number of currencies and report up to a minimum of 4 currencies
- Ability to link Excel directly to the underlying database to enable setting reports up easily in Excel and simply press a button to refresh the data.
- Ability to create reports through drilldown to access the underlying data right down to transactional detail
- Ability to create at least 6 analysis dimensions at an account level, also with Extended analysis extension fields added to analysis codes.
- Ability to create graphics, in the form of charts and other illustrative formats as tool that can be used to present trends and other concepts in a way that numbers alone can't convey
- Ability to produce Trial Balance, Statement of Financial Position (Balance Sheet), Income and Expenditure Statement, Cashflow Statement at a consolidation level and project, departmental and source of funding levels

Integration

- Seamless ability to integrate with other systems such as Payroll, Time sheets
- Ability to draw information in from other software products e.g. excel etc

Budgetary Control

- Ability restrict processing of transactions including procurement without budget allocation
- Ability to produce management accounts

Procurement

- Ability to process Purchase Requisitions and produce Local Purchase Orders
- Ability to create and update Fixed Asset Register automatically and run depreciation accordingly on command

Payment Processes

- Ability to match purchase requisitions and produce Local Purchase Orders and invoices on effecting payments
- Ability to generate payment vouchers and print cheques and Payment instructions (Letters)
- Ability to restrict payments to available cash balances and source of funds / projects.

3. Server Requirements

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- Should provide Server Specifications and quotation where possible
- Option of running the software on the Cloud technology platform with specifications
- Provide security technology for the system e.g. antivirus required.

Interested eligible suppliers must provide all the necessary information required to prove that their software meets the above specifications including the following among others:

1. Detailed profile of the company including but not limited to registered name and address, active postal and email address, active phone numbers, company premises and overview of the company
2. Registration certificate of certificate of incorporation
3. Should have more than 15 years' experience in the supply, installation, commissioning and maintenance of the software
4. Provide documentary evidence of at least 5 contactable institutions in Malawi that are using the software for reference
5. Should provide proof of in country support and maintenance with the terms and conditions
6. Should provide a methodology and work plan for the supply, installation, training of users and commissioning of the software, preferably for not more than a month.
7. Proposed delivery and payment terms
8. Any other documents that the interested party may deem to be relevant

For Local Suppliers

9. Malawi Revenue Authority Tax payer identification, Tax clearance and VAT certificates
10. ODPD registration certificate
11. Authorization from the proprietor if transacting as an agent

For any further information or clarification, interested suppliers may write or contact:

The Executive Director

Christian Health Association of Malawi (CHAM)

P.O Box 30378, Lilongwe 3

MALAWI

Attention : The Chairman, Internal Procurement Committee

Email : chamsec@cham.org.mw

Telephone : +265 1 775 180 / 258

Note: Christian Health Association of Malawi is not bound to accept any lowest or highest bidder.

Applications in sealed envelopes clearly marked "**Supply, Installation, Training and Commissioning of Accounting Software**" should be sent to the address below or deposited in the **Tender Box at CHAM Secretariat Office by 14:00 hours on Monday, January 29th, 2018.**

The Executive Director

Christian Health Association of Malawi

Area14, along Presidential Drive

P.O. Box 30378

Lilongwe 3.

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(Attention: The Chairperson, Internal Procurement Committee)