

Call for Proposals
From
Marie Stopes International Afghanistan Program
Term of Reference
For

Developing a web enabled Procurement & Inventory System

Organization Background:

Marie Stopes International (MSI) is a UK based, results-oriented social business operating in over 42 countries world-wide, using modern management and marketing techniques to provide Reproductive Health/Mother and Child Health services. MSI-Afghanistan contributes in providing accessible, acceptable, and affordable Reproductive Health/Mother and Child Health services since 2002 in Afghanistan and has re-registered with Government of Afghanistan under the registration number 215.

We are working in the 9 provinces of Afghanistan which are very far from each other. The purpose for developing this system is to connect all the provinces to the head office.

Objective of the Project:

The overarching objective of the project is to computerized the procurement system and inventory system of MSI-Afghanistan and make it centralized. The central purpose of the Procurement & Inventory is to design, develop and implement a comprehensive computerized and web-enabled system for us in which all the procurement process should follow.

Scope of work:

The scope of work is consists of the following steps.

Purchase Request (PR):

Our procurement process start with the PR (Purchase Requisition). (1) First the PR will be raised from any department or user from different location (provinces) in the organization then the PR will go to the channel lead for approval. The channel lead will check the need for the raised PR (It can be medical or non-Medical item). If the channel lead reject the PR then it will be finished and discard and if the channel lead approve the PR then it will go to the budget controller for checking the availability of the budget for that item/service. If there were budget for the mention item/service in the budget then he/she will put the Funder, Activity and donor reporting line codes in that PR and will send for the Country Director approval. When the Country Director approve the PR then here the process of PR will be closed and then it should go to the next step. At each step of approval a notification or alert should go through email to the approval person.

Purchase Order (PO):

The approved PR will come to the procurement department for raising the PO for the approved PR. The procurement department check the items requested in the PR in the stock, if it were available in the stock then the procurement department will issue it from the stock and if it were not available in the stock the procurement department will process the PO according to the procurement policy of Marie Stopes International Afghanistan Program.

The procurement policy is that, we have categories the suppliers in three category.

1. Contracted Suppliers

With these suppliers we are having the contract for one year and the prices are also fixed for one year.

1. Preferred Suppliers

With these suppliers we are having only agreement for purchasing but here the prices are not fixed.

2. Misalliances Suppliers

These are those suppliers with whom we are not having any agreements and contracts.

If the requested items/services were available with the contracted suppliers then the procurement department will directly raise the PO and will be send for the approval of the admin finance director and our country director. After the approval it will be send directly to the contracted suppliers for providing the item/services mentioned in the PO.

If the items/services were not available with the contracted suppliers then the procurement department will do the request for quotation. Our policy for the quotation is that if the items/service were having worth less than the 400USD or 24000 Afghani then these quotation will be taking verbally through phones or email from the preferred suppliers. After taking the quotation then the procurement department will make a comparative sheet and after this the item/services will be purchased and if the items/services were having worth more than 400USD or 24000 Afghani then the quotation will be send to the market in hard copies through quotation committee. The quotation committee is consist of three persons from different departments which is a pre-made committee. There are different committees for taking quotation for different items. The quotation committee will be assigned by the administration then it will be send for the admin finance director approval and our country director approval. Then the procurement department will print the quotation and will give to the assigned committee for taking quotation form the market. It depends on the quotation committee that, are they taking the quotation from preferred suppliers or misalliance suppliers. The taken quotation will come to the procurement department and will be evaluated by an evaluation committee and will select one supplier. Then a comparative sheet will be made by the procurement department and will be send for the approval of admin finance director and our country director. After the approval of the comparative sheet then the procurement department will send the PO to the selected supplier and the mentioned item/services will be purchased. The invoices and the quotation scan copy should attached to the PO after purchasing.

Goods Receive Note (GRN):

After purchasing the items the procurement department will raise a GRN and then it should be checked and confirmed by the end user.

Payment Voucher (PV):

After confirming the GRN then it should give a notification to our finance for the payment. The payment will be made by finance based on the GRN. The Funder, Activity and Donor reporting line codes should come automatically from the PR to the PV. Then the PV will be send to the admin finance director for approval then to our country director approval. After the approval the payment will be made.

Goods Issue Note (GIN):

Here the GIN should be made for entering the purchased items into the specific stock of any location. Sometime the purchased items directly send to the end user stock and sometime we are purchasing items for our central stock and then issuing to the different location stock according to their need. The stock transfer facility should be there in the system because sometime we are transferring items from one stock to another stock. Here our procurement process is closed.

Inventory Process:

For the inventory management when we issue the stock to our clinic then our clinics are giving it to the clients. Therefore, there should be a record of the consumption of the stock at the clinic end.

We are also issuing the assets to the individuals. Therefore, it should also have the record of the assets. It should show us that which asset is in which clinic and with the individual person.

Reports:

There should be dynamic reports according to our need and also it should exportable to excel, CSV and PDF formats.

Requirements from System Development side:

We need the commercial proposal from the interested suppliers along with the company profile who are developing the System for us.

Proposal Submission Guidelines:

Marie Stopes International Afghanistan (MSIA) invites qualified vendors to submit proposals to undertake developing this software for MSIA.

The proposal should show how the suppliers meet the required specifications.

The commercial proposal should give us the estimated timeline to develop our required modules based on our requirements.

Last date for submission of the commercial proposal will be 26th Jan, 2018.

Kindly please send your commercial proposal on below email addresses before the last date of submission.

Bit.manager@msi-afg.org

admin.log@msi-afg.org