



The Republic of Malawi

MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT
Integrated Financial Management Information System (IFMIS)

Invitation for Bids (IFB)

The Supply, installation, configuration, integration, testing, deployment (including training and establishment of the support structure), commissioning and support of a desktop client and web-based IFMIS and associated hardware and support services

IFB Number: MoF/PFEMG08

INTERNATIONAL COMPETITIVE BIDDING

1. Government of Malawi wishes to engage a supplier to provide a New IFMIS Application as stated in this IFB number MoF/PFEMG08
2. The *Ministry of Finance of Malawi* serves as the implementing agency and now invites sealed bids from eligible Bidders for the supply, installation, configuration, integration, testing, deployment (including training and establishment of the support structure), commissioning and support of a web-based IFMIS and associated hardware and support services.
3. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, edition of January 2011 revised July 2014 and is open to Bidders eligible as defined in these Guidelines.

4. Invited bidders must have the financial, technical, and production capability (either independently or in a joint venture and/or sub-contracting arrangement, within which the invited bidder will be the principal bidder and contractor), necessary to perform the Contract to **supply, install, configure, integrate, test, deploy (including training and establishment of the support structure), commission and support a web-based Integrated Financial Management Information System (IFMIS) and associated hardware support services which includes** all of the following components whose specifications are provided in the Technical Requirements:
- a) Multi-currency, Web-based IFMIS Application Software comprising the following modules:
 - (i) Budget and Fund Management
 - (ii) Bank and Cash Management
 - (iii) Commitment Control
 - (iv) Procurement, Inventory and Contract Management
 - (v) Payment Management
 - (vi) Revenue Management
 - (vii) General Ledger
 - (viii) Project Management
 - (ix) Asset Management
 - (x) Electronic Document Management
 - (xi) Help Desk Management
 - (xii) Financial Reporting Tool
 - (xiii) Human Resources Management Information Systems (HRMIS) including Payroll and Pensions.

 - b) Interfaces with the following systems
 - (i) Debt and Aid Management
 - (ii) Reserve Bank of Malawi (RBM).
 - (iii) Malawi Revenue Authority
 - (iv) Local Government IFMIS
 - (v) Office of the Director of Public Procurement
 - (vi) Road Traffic Revenue Collection
 - (vii) Public Sector Investment Programme (PSIP)

 - c) Implementation and support services, including training in the application software and relational database software, business process design, systems integrational services and training of super users as future trainers.

 - d) Design of online customized forms and reports.

 - e) Two (2) months onsite post implementation support after 'Go-Live' and on-going maintenance support for a period of at least five (5) years. The five (5) year

support period covers three (3) year warrant period and two (2) years after the expiry of the warrant.

5. Bidders must meet the following minimum qualification criteria:

- a) Either be the prime manufacturer of the proposed IFMIS application software, or be formally approved and authorized by the manufacturer to supply, implement and support the software being tendered. Bidders will be required to provide evidence of their accreditation from the prime manufacturers with their bids.
- b) Be able to provide in-country support for the software and associated hardware equipment being tendered. The bidder must provide documentary evidence to indicate capabilities in terms of management and human resource capabilities to provide after sales local technical support.
- c) Have been in the business of supplying and supporting the proposed software for not less than three (3) years and should have an annual turnover in excess of Seven million United States Dollars (US\$ 7 million) or the currency equivalent.
- d) Have undertaken at least two (2) successful (i.e. signed off and accepted by the purchaser as a fully operational system) implementations of the proposed IFMIS software within the public sector during the last ten (10) years, which is similar in nature and complexity to the proposed contract. This implementation must have involved the supply, installation and technical support of the proposed integrated IFMIS software at multiple sites. Bidders shall be required to provide evidence of past installations/ implementations.
- e) Have proven accounting, financial and internal control knowledge and experience to support the required business process design and system integration services.
- f) Must have successfully provided training and support services for the software being tendered. In addition the software handover to the nationals must have been successfully implemented in the agreed project timeline.
- g) For the purposes of establishing a Bidder's qualifications, the experience and / or resources of any Joint Venture or sub-contract partner will contribute to the Bidder's qualifications. Technical qualifications of subcontractors will be taken into account in assessing the bidders' overall qualifications.
- h) Be able to demonstrate financial capacity using audited financial statements of at least three (3) preceding years.

6. Test scripts will be used as part of post-qualification evaluation process to confirm the compliance of the proposed solutions against key functional and operational requirements. Representatives who will implement the project from the lowest evaluated

bidder will be invited to visit Malawi to demonstrate their software against the test scripts at a date that will be communicated later.

7. A complete set of bidding document in English may be collected by interested bidders upon payment of a non-refundable fee of **Two Hundred United States Dollars (USD200.00)** or **Eighty Eight Thousand Malawi Kwacha (K88, 000.00)**. The method of payment will be cash or bank certified cheque. The document will be sent by Courier at the expense of the bidder to those bidders who will not be able to collect. A pre-bid meeting which potential bidders may attend will be held on **Tuesday 30th June 2015 from 10:00 am local time in the Ministry of Finance Main Conference Room**. Thereafter, the client will invite bidders who may wish to undertake site visits at Lilongwe, Blantyre, Zomba and Mzuzu offices.
8. Bids must be delivered to the address below on or before **Friday 31st July, 2015 at 3:00 pm local time**. All bids need to be secured by a bank guarantee. The amount of a Bid security required is **One Hundred and Sixty Thousand US Dollars (US\$160,000)**. Late bids will be rejected.

The address referred to above for bid enquiries and submission purposes is:

***The Chairperson,
Internal Procurement Committee
Ministry of Finance Economic Planning and Development
Capital Hill
P.O. Box 30049
Lilongwe 3, Malawi
Email address: pfemprocurement@finance.gov.mw***

***Telephone: +265-1 789 355
Fax: +265-1 789 173***

9. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below **at 3:00 pm local time on Friday 31st July 2015**.

***Main Conference Room, 1st Floor
Ministry of Finance Economic Planning and Development
Capital Hill
Lilongwe 3, Malawi***

10. The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced

by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded World Bank-financed contracts.