INVITATION TO TENDER FOR

INTERGRATED MANAGEMENT SYSTEM SOFTWARES

CLOSING ON <u>21 April 2023</u>, AT <u>1630hrs</u>

Institute for Sustainability Africa (INSAF) is an independent think tank and research Institute on sustainability and sustainable development in Africa founded in 2010 and registered in Zimbabwe.

The Institute invites qualified software system developers to submit proposals to develop an Integrated Management Software Systems for its Advisory Services and Operations.

1. SCOPE OF SOFTWARE SYSTEM DEVELOPMENT

The software system developer will be required to;

- Develop a software to migrate existing advisory service tools (currently on MS Excel and Word), and
- Develop an Integrated Management System software for the entire Institute's operations on manual system.

2. TERMS AND GENERAL CONDITIONS OF ENGAGEMENT

A. Terms of Engagement

It is INSAF's intention to enter into an agreement with the successful developer to provide a software that will assist the Institute in integrating its entire departmental systems.

B. Acceptance of Proposal

INSAF reserves the right to reject any and all proposals for any reason. The acceptance of any proposal is subject to funds being legally available to complete the transaction and/or approval by the management. There is no expressed or implied obligation of INSAF to reimburse responding developers for any expenses incurred in preparing proposals in response to this request.

C. Experience and Qualifications

The developer must meet the following minimum requirements to be considered for evaluation pursuant to this request for proposal:

- Must be registered with the Registrar of Companies and in good standing or Institution legally Registered;
- Provide at least 3 reference letters stamped by the referring company;
- Must have been in practice for at least three (3) years;
- Provide certified copies of relevant certificates i.e. Certificate of Incorporation, VAT and BPN numbers; ZIMRA tax clearance certificate; NSSA clearance certificate and other relevant compliance certificates.

3. PROPOSAL REQUIREMENTS

- ➢ A covering letter shall be provided with the proposal clearly stating the developer's understanding of the services to be provided. The letter must include the name of the person who will be authorized to make representations for your company, their title and telephone number.
- ➢ Developers must respond to the items listed below in the order they are presented. The proposal should include a table of contents identifying the topics by page number. Proposals should include the following mandatory criteria:

3.1 Company Profile and Contact
A brief profile of your company (1 to 2 pages) indicating the scope of its practice and the range of activities performed by the company. Identify the company's contact person, phone number and email address. State the office address as well as the address and phone number of any local office that will manage or assist in managing this engagement.

3.2 Experience with other clients
List of current and past such clients in the Not-for-Profit and Consultancy services sectors, list of clients you have developed a similar Integrated Management System for. Kindly indicate how long you took to develop the software for each of these clients.

3.3 Company Staffing
Name and CV(s) of the key staff who would be assigned to the development of this system.

3.4 Software System Development Implementation
Proposals must clearly show the company's understanding of the work to be performed, approach, and commitment to perform the work within a reasonable time period. (Include proposed timelines).

3.5 Fee Proposal
A breakdown of the proposed fees for the software and system development. Fees for any exceptional additional work not covered above and directly related to the development of this software system.

4. TENDER SUBMISSION AND EVALUATION

All documents should be addressed to:

The Chief Executive
Institute for Sustainability Africa
22 Walter Hill Avenue, Eastlea, Harare
Zimbabwe
Email: admin@insafrica.org.zw
Phone: 0242 796501

The tender will be evaluated by the Management and the successful developer should be informed within 1-2 week after the tender has closed.